

Revised December 18, 2023

ROXBURY COMMUNITY COLLEGE

SECURITY AND EMERGENCY MANAGEMENT PLAN

TABLE OF CONTENTS

Promulgation, Approval, and Implementation.....	3
Policy Statement.....	4
Record of Revisions or Changes.....	4
Record of Distribution.....	5
1. INTRODUCTION.....	6
1.1 Purpose.....	6
1.2 Scope.....	6
1.3 Assumptions.....	7
1.4 Campus Profile.....	8
2. CONCEPT OF OPERATIONS (CONOPS).....	9
2.1 Overview.....	9
2.1 Comprehensive Emergency Management.....	9
2.3 National Incident Management System/Incident Command System.....	10
2.4 Incident Coordination.....	11
2.4.1 Location and Facilities.....	12
2.4.2 EXCAB (EXCAB).....	13
2.4.3 Emergency Management Team (EMT).....	12
2.5 Plan Activation.....	12
2.6 Communications.....	13
2.7 Accessibility Needs Populations.....	14
3. ORGANIZATION AND RESPONSIBILITY.....	14
3.1 Organization.....	14
3.2 Assignment of Responsibilities.....	15
3.3 Direction, Control, and Coordination.....	16
4. TRAINING AND EVALUATION.....	18
4.1 Training.....	18
4.2 Exercises.....	18
4.3 Evaluation.....	18
4.4 Plan Development and Maintenance.....	19
5. ADMINISTRATION, FINANCE, AND LOGISTICS.....	19

6. AUTHORITIES AND REFERENCES.....	20
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APPENDICIES

A. EMT and Contact List.....	22
B. EMT ICS Organization Chart.....	23
C. Emergency Notification System.....	24
D. Behavior Intervention Team.....	28
E. Suicide Prevention Protocol.....	31
F. Public Safety and Security.....	34
G. Procedures.....	37

ANNEXES

G1. Natural Events	38
G2. Flooding/Burst Pipe.....	41
G3. Evacuation.....	44
G4. Fire/Fire Alarm.....	48
G5. HAZMAT Incident.....	49
G6. Active Shooter.....	51
G7. Bomb Threat.....	55
G8. Suspicious Items.....	58
G9. Medical Emergencies.....	61
G10. Elevator Failure/Persons Trapped.....	63
G11. Power Failure.....	65
G12. Pandemic.....	68

PROMULGATION, APPROVAL, AND IMPLEMENTATION

Roxbury Community College (RCC) is committed to protecting the welfare of its community members. This Plan addresses the challenges and responsibilities of pre-event mitigation and post-event recovery in addition to preparedness and response. It is established in accordance with State, Federal, and Presidential laws, statutes, and authorities for Emergency Management. The National Incident Management System (NIMS) and Incident Command System (ICS) are incorporated into this plan and will be implemented in the event of an emergency. It also incorporates many of our public safety and security procedures pursuant to the Cleary Act (20 USC 1902).

The purpose of this plan is to provide the framework for an effective system of comprehensive emergency management, utilizing an all-hazards approach. It clarifies the following strategies:

1. Reduce the vulnerability of people and facilities;
2. Prepare for prompt and efficient response and recovery;
3. Respond to emergencies using all systems plans and resources available;
4. Recover from emergencies by providing for the rapid and orderly start of rehabilitation; and
5. Provide an emergency management system embodying all aspects of pre-emergency preparedness and mitigation, as well as post-emergency response and recovery.

The SEMP is designed to help RCC employees respond appropriately when emergency conditions exist. Although these situations are unpredictable, this plan allows for an immediate response by RCC employees, thereby minimizing danger to our campus. The Vice President of Administration and Finance and the RCC Emergency Management Team are charged with coordinating the emergency planning efforts at all of RCC.

Every member of the RCC community should understand his or her role in emergency situations. Please review this plan and support your colleagues to protect our students, faculty, staff, and visitors.

Jackie Jenkins-Scott
Interim President

POLICY STATEMENT

Roxbury Community College (RCC) Security and Emergency Management Plan (SEMP) is designed to assist administrators in times of campus emergencies and to describe our public safety, security, and emergency management measures. The procedures contained herein will be followed by all RCC community members. The Vice President of Administration and Finance must approve any exception to these emergency response procedures. All requests for procedural changes, suggestions, or recommendations will be submitted in writing to the Vice President of Administration and Finance. Current emergency procedures shall remain in place provided they do not conflict with the basic procedures and policies contained within this document. The plan will be reviewed, at a minimum, annually to ensure attention by the community and the relevance of the procedures.

RECORD OF REVISIONS OR CHANGES

Date	Page/Section Changed	Summary of Change	Authorization
12/18/2023	4/Distribution	Update Names	DA
12/18/2023	8/Campus Profile	Added PBI	DA
12/18/2023	21/EXCAB	Updated Names	DA
12/18/2023	22/EMT	Updated Names	DA
12/18/2023	23/ICS Structure	Updated Names	DA
12/18/2023	35/Public Safety Dept.	Delete Securitas/Add Allied Universal	DA
12/18/2023	36/Parking Passes	Added Revoked	DA
12/18/2023	36/ Reporting Crimes	Added Web Hyperlink	DA
12/18/2023	39-41/Natural Events	Delete EXCAB/Add Snow Group	DA
12/18/2023	41/Natural Events	Add President	DA
12/18/2023	42/Flooding, Burst Pipe	Add Use of Cell Phone	DA
12/18/2023	65/Elevator Entrapment	Add, If not Facilities	DA
12/18/2023	67/ Power Failure	Add Notify IT	DA
12/18/2023	67/Power Failure	Add Use of Cell Phone	DA

RECORD OF DISTRIBUTION

Position	Office	Name	Electronic or Hard Copy
President	Office of the President	Jackie Jenkins-Scott	E
EVP & Special Asst. to the President	Office of the President	Marta Rosa	E
EVP of Finance & Facilities	Business Office	Vacant	E
EVP of Academic & Student Affairs	Academic & Student Affairs	Dr. Joyce Taylor Gibson	E
Dean of Student Students	Dean of Students	Robyn Shahid-Bellot	E
Facilities Director	Facilities	Shami Qazi	E
Executive Director of Human Resources	Human Resources	Reginald Nichols	E
Asst. VP for Enrollment	Enrollment	Alison Handy	E
Dean of STEM & Academic Partnerships	Academic Affairs	Hillel Sims	E
Dean of Liberal Arts & Health Careers	Academic Affairs	Mya Bowen	E
Dean of Institutional Assessment	Academic Affairs	Jeffrey Van Dreason	
Comptroller	Business Office	Biren Puri	E
Executive Director of Marketing & Communication	Marketing & Communication & External Affairs	Jordan Smock	E
Dean of Workforce & Business Development	Academic & Student Affairs	Salvador Pina	E
Director of Public Safety	Public Safety	David Albanese	E
Chief Information Officer	IT Services	Vacant	E
Director of Financial Aid	Academic & Student Affairs	Christopher Lewis	E
Director of Academic Library	Library	William Hoag	E
Exec. Director of the RLAC	Office of the President	Michael Turner	E

1. INTRODUCTION

A crisis or emergency can happen at any time and could impact one individual, single building, or the entire college campus. This document is Roxbury Community College's (RCC) Security and Emergency Management Plan (SEMP). Efficient implementation of the SEMP will provide a clear direction, responsibility and continuity of control for key officials and administrators. The intention of the SEMP is to minimize the possible hazards and threat and the impact to individuals and properties during an actual emergency. In order to minimize the threat of an emergency, annual evaluation and reviews need to be done to the emergency plan.

With these thoughts in mind, RCC has undertaken the necessary planning to protect personnel and property from unexpected disaster or disruption; to maintain reasonable continuity of operation; and allow expedient recovery and return to normal operation schedules. It must be emphasized that this is only a general plan and cannot go into the minute details required for every eventuality. This plan may be utilized as a basis for more detailed planning when an actual disaster presents itself.

1.1 Purpose

While this SEMP addresses all phases of emergency management, it focuses primarily on the response phase, providing a management structure, key responsibilities, emergency assignments, and general procedures to follow during and immediately after an emergency affecting the RCC community. All essential personnel and departments are to utilize any and all available resources when mitigating against, preparing for, responding to, and recovering from a natural or human-caused emergency.

This plan is designed to protect and preserve human life, health, and well-being, to minimize disruption of scholarly and business activities, and to protect college resources, facilities, and the natural environment. The achievement of these goals relies upon the consistent and disciplined planning, training, and exercising by an inclusive college-wide team, and adherence to the plan itself.

The SEMP includes the basic plan, appendices, and functional and incident specific annexes. The basic plan provides an overview of RCC's approach to emergency response and operations. It explains the policies, organization, and tasks that would be involved with the response to an emergency. The appendices identify critical notification and contact information, organizational response procedures specific emergency situations, give definition to the terms and acronyms used throughout the basic plan, and the location for any supporting figures, maps, and forms. The functional annexes focus on detailing the specific responsibilities, tasks, and operational actions to complete a specific emergency operations function; while the incident annexes focus on any additional special planning or response needs beyond the basic response plan for particular event scenarios.

1.2 Scope

This SEMP is a college-level plan that applies to all locations, departments, programs, facilities, and administrative units of the College as well as campus visitors, conference participants, and others on campus; including populations with functional needs that may require additional support services. It also acknowledges the planning and response efforts of our neighbors and our shared responsibility for preparedness.

The Plan includes procedures for responding to a range of levels of emergency regardless of size, type, or complexity. Other plans may be used to supplement the precedence. Additionally,

- Nothing in this plan should be constructed in a manner that limits the use of good judgement and common sense in matters not foreseen or covered by the elements of this plan, its' appendices, or annexes.
- RCC will cooperate with Federal, State, and local emergency management agencies and other responders in the development, implementation, and execution of its emergency response.
- This plan and organization shall be subordinate to State and Federal plans during a disaster declaration by those authorities.
- This plan is intended to ensure compliance with applicable Federal, State, and local regulations and cooperation with first responders charged with disaster control.

1.3 Assumptions

In developing the SEMP the following planning assumptions were made:

- Incidents will require full cooperation of the campus community.
- Departments and personnel identified in the SEMP are aware of their roles in an emergency and maintain an appropriate state of readiness.
- Day to day functions that do not contribute directly to the emergency operation may be suspended for the duration of the emergency/disaster. Resources that would normally be required for those daily functions will be redirected to perform tasks in support of the emergency response.
- The ability of RCC to execute SEMP operations depend upon, among other things, availability of staff, resources, and external restrictions and mandates by area agencies such as the Massachusetts State Police (MSP), Massachusetts Emergency Management Agency (MEMA), Boston Office of Emergency Management (BOEM), the Boston Police Department (BPD), the Boston Fire Department (BFD), the Boston Department of Public Health (DPH).
- An incident or event can occur with little or no warning, at any time, in any area of the campus or satellite facilities, and can escalate more rapidly than the ability of any single local jurisdiction or the College, as a whole, can respond to address it.
- If the incident is beyond the resources of RCC, local and state government first responder (police, fire, emergency medical services, and hazardous materials) support will be requested. Once local resources are exhausted, State assistance will be requested.
- During a large-scale/region-wide disruption, it could take up to 72 hours to receive any requested emergency resources for Commonwealth or Federal agencies.
- A large-scale emergency or disaster will generate widespread media and public interest.
- A large-scale emergency or disaster may be a prolonged event that requires an extended commitment of resources.
- RCC will need to provide additional/enhanced assistance to individuals with functional needs, including children, elderly, individuals with disabilities and chronic conditions, and other accessibility needs populations.

1.4 Campus Profile

Roxbury Community College is a co-educational public institution of higher education offering Associate Degrees and certificate programs. RCC's primary objective is to provide residents of the Commonwealth, specifically those individuals living in the greater Boston area, "optimum opportunity for access to a college education consistent with their interests and aptitudes and to reduce to a minimum economic, social, psychological and academic barriers to educational opportunity." The college's goals are the result of ideas generated by and from the college community and reflect a response to the needs of the larger Roxbury community. A community-based Board of Trustees appointed by the Governor of the Commonwealth of Massachusetts works with the College's President to ensure that Roxbury Community College is an effective educational institution providing a strong vehicle for the community to grow and prosper. RCC is the only Predominantly Black Institution (PBI) in Massachusetts.

RCC is located in the vicinity of 1234 Columbus Avenue in the Roxbury neighborhood of Boston, MA. It is comprised of five buildings, to include the Reggie Lewis Track and Athletic Center (RLTAC). There are approximately 2500 students and approximately 170 full time employees, as well as numerous additional part-time employees. There are no residence halls and all students commute from the greater Boston area. The college has limited classes on Saturday and is generally closed on Sunday. However, the RLTAC hosts numerous community and college related events both day and night, seven days per week.



2. CONCEPT OF OPERATIONS (CONOPS)

The Concept of Operations (ConOps) describes the sequence and scope of the planned emergency response. These activities support the following priorities:

- Minimize injury and loss of life
- Minimize property damage
- Minimize adverse environmental and economic impact
- Provide for the immediate need of impacted students, staff, and visitors
- Acquire and assess emergency information and disseminate essential intelligence
- Restore essential campus functions

2.1 Overview

Institution emergency operating plans are based on the idea that emergency operations will begin with the institution and that outside assistance from the locality in which the institution resides will be requested when an emergency or disaster exceeds institutional capabilities. Requests for assistance will be submitted to the State by the local jurisdiction only when the institution's and the jurisdiction's capabilities are exceeded.

Situations in which several localities are threatened or impacted concurrently usually involve the State from the onset. If the State is overwhelmed, the Governor may request Federal assistance. At each level, the government should officially declare an emergency in order to request assistance.

RCC has developed its emergency management program to be consistent with the National Incident Management System (NIMS), the Incident Command System (ICS), and the Federal Emergency Management Agency's (FEMA) Comprehensive Preparedness Guide 101.

2.2 Comprehensive Emergency Management

As defined in NIMS, a comprehensive emergency management program addresses all phases of emergency management for all types of incidents, including mitigation/prevention, preparedness, response, and recovery. These phases are continuous and interconnected.

Mitigation and Prevention

Mitigation and Prevention involve identifying preventative and/or corrective measures and actions to prevent or limit bodily injury, loss of life, or property damage from disasters. It includes consideration of policy issues as well as structural/capital projects.

Mitigation is the College's actions taken prior to a disaster to prevent the disaster from occurring or to lessen the impact. Mitigation activities typically enhance a college's resilience by reducing long-term vulnerability.

Prevention describes an entity's actions to minimize human-caused hazards such as terrorism and school violence. RCC has numerous policies and procedures in place across the campus to prevent violence on campus and to notify the campus community should it occur.

Preparedness

Preparedness involves activities undertaken in advance of an emergency or disaster to adequately prepare for and develop capability to respond to an emergency. The preparedness program develops operational capabilities and enables an effective response to an emergency or disaster.

Adequate planning pre-determines the best utilization of resources and identifies personnel training opportunities for roles and responsibilities during a disaster. This involves working with the government partners, the private sector, nongovernmental, and volunteer organizations to coordinate pre-disaster education and planning activities to lessen the impact of disasters.

RCC implements its preparedness program through a continuous cycle of planning, training, equipping, exercising, evaluating, and taking action to correct and mitigate issues. Additional preparation elements include the development of a communication and alert system, maintenance of the College website, and installation of the emergency information wall signs.

Response

Response encompasses the immediate actions taken to save lives, protect property, and stabilize the incident. Response activities include alert and notification, resource and logistical coordination, and public information. To ensure an effective and efficient response, RCC has developed this SEMP.

Recovery

The recovery phase involves both short- and long-term operations. The objective of short-term operations is typically to restore vital services. The objectives of long-term recovery operations are the restoration of normal activities and the restoration of the affected area to its normal or an improved condition. Long-term recovery may include planning for and implementing reconstruction of damaged facilities and infrastructure and resumption of basic services. The recovery phase is also an opportune time to institute new mitigation measures.

2.3 National Incident Management System (NIMS)/Incident Command System (ICS)

NIMS is a comprehensive, national approach to incident management that is applicable at all jurisdictional levels and across functional disciplines. It was created in 2004 as directed by Homeland Security Presidential Directive 8 and is designed to institutionalize and standardize emergency response procedures across the nation. As a public college, RCC incorporates NIMS into our emergency plans. NIMS is intended to:

- Be applicable across a full spectrum of potential incidents, hazards, and impacts, regardless of size, location or complexity.
- Improve coordination and cooperation between public and private entities in a variety of incident management activities.
- Provide a common standard for overall incident management.

NIMS accomplishes this through a core set of principles, concepts, procedures, and organizational structures, terminology, and standards requirements applicable to a broad community of NIMS users. To ensure interoperability and compatibility, NIMS is based on an appropriate balance of flexibility and standardization. It provides a consistent and flexible national framework within which government, institutions, and private entities at all levels can work together to manage domestic incidents.

The Incident Command System (ICS) is part of NIMS and is a management system designed to enable effective and efficient domestic incident management by integrating a combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure. ICS is normally structured to facilitate activities in five major functional areas: command, operations, planning, logistics, Intelligence & Investigations, finance and administration. It is a fundamental form of management, with the purpose of enabling incident managers to identify the key concerns associated with the incident—often under urgent conditions—without sacrificing attention to any component of the command system.

ICS is a standardized, on-scene, all-hazards incident management approach. ICS is flexible, scalable, and can be used for incidents of any type, scope, and complexity and is utilized at all levels of government. The primary objective of the ICS is the management of assigned resources and personnel for effective control of any situation. The ICS organization expands in a modular fashion based upon the type and complexity of the incident. The Incident Commander (IC) manages major functions until span-of-control restrictions require the delegation of certain functions. Functions are delegated to the command and operational staff, who are equipped to manage the "hands-on" details of the incident.

ICS establishes common terminology that allows diverse incident management and support organizations to work together across a wide variety of scenarios. The span of control of any individual with incident management supervisory responsibility should range from three (3) to seven (7) subordinates, with five (5) being optimal.

By conducting emergency activities within ICS, RCC is able to integrate with outside resources and personnel from city and state responders (including Boston Police Department, Boston Fire Department, Massachusetts State Police, Transit Police, Massachusetts Office of Emergency Management, and Massachusetts Fire Response Services – Hazardous Materials Division).

2.4 Incident Coordination

Notification begins with the discovery that an incident is occurring or is likely to occur. This might be from direct observation or from an alarm. In either event, the discovery of the event would trigger the appropriate provisions of the SEMP.

Incident Commander

When the SEMP is triggered, the individual who is in charge of the incident response is the Incident Commander (IC). Many times, especially in "more routine" incidents, the IC is the only position within the ICS structure that is filled. The first responding college official is the IC until a more qualified person arrives to relieve him or her. The IC assesses the situation and makes decisions about how to handle it and request and allocate resources. The IC's plan is known as an Incident Action Plan (IAP). Again, many times for simple incidents, the IAP is a verbal plan developed and communicated by the IC. However, for larger, more complicated incidents, and for some pre-planned incidents, the IAP may be written (using ICS formats). Also, for these larger incidents, the IC may activate other staff positions, in accordance with ICS to handle Planning, Operations, Logistics, and Finance. In the event of these types of events, RCC will utilize our non-RCC partners such as state and local police, fire, EMS, and emergency management agencies to manage the incident. RCC will participate as part of a Unified Command. At RCC, the President and selected Cabinet are an integral part of incident response. As such they may provide guidance and direction to the IC and approve the IAP.

Incident Type	Incident Commander is from
Criminal Incident	RCC Public Safety/Police
Fire	Boston Fire Department
HAZMAT Incident	Boston Fire Department
Medical Emergency/Mass Casualty or Injuries	Boston EMS
Weather Related	RCC Facilities Department
Structural/Facilities	RCC Facilities Department
Cyber Incident	RCC IT Department

2.4.1 Location/Facilities

An incident is managed from the Incident Command Post (ICP). The ICP may simply be where the IC is located at any particular time, or for larger, more complex events, the ICP may be a fixed physical location, such as a conference room, etc. When a fixed, physical location is required to manage an incident, the default location at RCC will be the Public Safety Office in Building 3, Room 109. The EMT will gather there and a decision will be made to continue managing the incident from there, or move it to another location.

2.4.2 Executive Cabinet (EXCAB)

The EXCAB is comprised of the President and selected Cabinet. The EXCAB is notified of any emergency and provides guidance and direction to the IC and/or EMT as appropriate. The EXCAB appoints the IC and approves IAPs. The EXCAB monitors incident response and issues updated guidance as needed. The EXCAB receives regular updates from the Chair of the Emergency Management Team, who is also a member of the EXCAB and serves as a conduit for information flow between the EXCAB and the IC. The President is the final authority for all actions at RCC. The EXCAB serves as the point of contact with the Board of Higher Education (BOE).

2.4.3 Emergency Management Team (EMT)

The EMT is the entity at RCC responsible for managing “non-routine” incidents. The EMT is responsible for assisting the IC with developing response plans and strategies, allocating RCC resources, and coordinating with outside agencies for assistance. When appropriate, the EMT would form the basis of the General Staff, as defined by ICS, if needed. The EMT consists of key RCC personnel, or their designees, and is described in more detail in Appendix A.

2.5 Plan Activation

When an incident or emergency occurs, the IC and/or the EMT chair, after consultation with and receiving guidance from the EXCAB, will determine how to best manage the event. Large and/or complex events will trigger the activation of the EMT and a more in-depth use of the SEMP. Emergency response at RCC can be categorized in three ways, each triggered an increasing level of response.

Level 1 – Routine Response

Routine incidents are normally handled by Public Safety and/or the department involved. The responding department makes decisions to resolve the incident, make appropriate notifications, and restore stability. The Marketing and Communications Department should be included in the event the incident might generate media attention and a spokesman for the college should be identified.

Examples include, but are not limited to, accidents on campus, burst pipes with limited damage, incidents requiring transport to the hospital, and HAZMAT spills of a limited nature (cleaning and lab materials).

Level 2 – Campus Incident Command Response

A Level 2 incident is a disruption that effects multiple departments, multiple areas of the campus, or campus-wide that may require a coordinated and/or sustained response from the EMT. Additionally, any event that includes the threat of loss of life should at least be considered a Level 2 incident. In a Level 2 activation, the EMT will meet virtually or in person to determine the impact of the event and develop an Incident Action Plan. Incident Command will be established, and a command post established.

Examples include: severe weather events, IT or utility failure, potential infectious disease outbreak, fire, structural failure that causes injury or a disruption of service.

Level 3 - Unified/External Command – Multi-Agency Response

A Level 3 incident is one that is of such a size that it necessitates a multi-agency response and is prolonged over time. This is typically a major incident. The RCC incident commander and the EMT would become part of a Unified Command. The EMT will ensure that the college's interests are represented and act to support campus facilities, resources, and personnel as part of the larger response.

Examples include: Active shooter incident, major fire or HAZMAT incident, major violent protest, or terrorist attack.

2.6 Communications

Establishing emergency communications is a critical element of any incident response. This includes coordinating emergency responders and personnel, receiving and sharing situational awareness, and notifying the population of risks, emergency activities, and directing them to specific actions.

RCC Public Safety personnel can communicate with one another through the public safety radio system. This system also is able to communicate with other public safety and police agencies via the Boston Area Police Emergency Radio Network (BAPEREN). Furthermore, managers and other key personnel can communicate via cellular telephone.

RCC also employs an emergency notification system. The emergency notification system is described in Appendix C. This system utilizes a series of communication platforms, (texts, emails, phone messages) as well as the website, social media, and news media and to communicate with the staff and student body. Pertinent information can be disseminated, such as shelter in place orders, campus closed announcements, and the like can be transmitted via this system.

2.7 Accessibility Needs Populations

The needs of children, the elderly, individuals with disabilities, chronic health conditions, and other accessibility needs populations are an important planning consideration in the development of the SEMP. The SEMP adopted the following definition of “accessibility needs populations” that includes a broad set of common function-based needs that is consistent with language in the National Response Framework (NRF) which defines “accessibility needs” as “special needs”:

"Accessibility needs Populations are defined as those whose members may have additional needs before, during and after an incident in functional areas, including but not limited to: maintaining independence, communication, transportation, supervision, and medical care. Individuals in need of additional assistance may include those who have disabilities, live in institutionalized settings, are elderly, are children, are from diverse cultures, have limited English proficiency, or are non-English speaking, or are transportation disadvantaged."

Response and emergency management strategies developed by the EMT should take into consideration these populations.

3. ORGANIZATION AND RESPONSIBILITY

Successful emergency management is a continuous program involving all members of the college. Although RCC does not have a dedicated emergency management department, a comprehensive plan, distributed and understood by the staff, will provide adequate guidance to respond to and handle emergencies. The SEMP will be shepherded by the groups described below, and working together with all the college entities, the college community can react, respond, and resolve emergencies that arise on campus.

3.1 Organization

Emergency Management Team (EMT). The EMT is the core group at RCC that administers the SEMP. The EMT meets annually to review the SEMP and recommend necessary changes. The EMT normally will activate for Level 2 and 3 incidents. The EMT will form the basis for the ICS structure, if needed, for RCC events as well as represent RCC in a unified command of multiple agencies.

EMT membership includes:

- The Executive Vice President for Finance and Facilities (EMT Chair)
- The Dean of Students
- The Facility Manager
- The Director of Public Safety/Chief of Campus Police
- The Director of Marketing & Communications/PIO
- The Director of the Reggie Lewis Track and Athletic Center
- The Director of Information Technology

EMT Chair

The Executive Vice President of Finance and Facilities, leads the EMT, sets priorities, reports on EMT activities to the EXCAB.

General EMT Responsibilities

- Meet at least annually to assess and maintain college emergency management activities
- Maintain, review, and update emergency plans and procedures
- Maintain and execute the training and exercise program to evaluate and test the plan
- Coordinate and liaise with public and private partners
- Conduct After Action Reviews (AARs) and develop improvement plans
- Gather, confirm, and evaluate incident information
- Determine and implement tactics/actions
- Manage and track resources
- Meet in the event of a possible impending emergency for proactive planning

Emergency Management Team (EMT) – At activation during an incident, the EMT is the emergency response management team overseeing specific sets of operations and functions to ensure that emergency activities are executed as efficiently and effectively as possible. The EMT command structure is based on NIMS, which is typically structured to facilitate activities in five major functional areas – Command, Operations, Planning, Logistics, and Finance/Administration. To scale NIMS to smaller institutions where management functions are overseen by a smaller set of personnel, RCC may combine Operations and Planning as well as Finance/Admin and Logistics.

3.2 Assignment of Responsibilities

The RCC emergency management program involves certain designated personnel to organize the emergency response plan. The RCC emergency management program requires participation by a wide variety of stakeholders, including college officials, departments, faculty, and staff. The EMT Chair identifies individuals to fulfill the various assignments based on availability and the nature of the incident.

Public Safety Officer

The Public Safety Officer is responsible for all public safety and law enforcement activities and acts as a liaison between the EMT and responding public safety agencies.

Operations and Planning Section

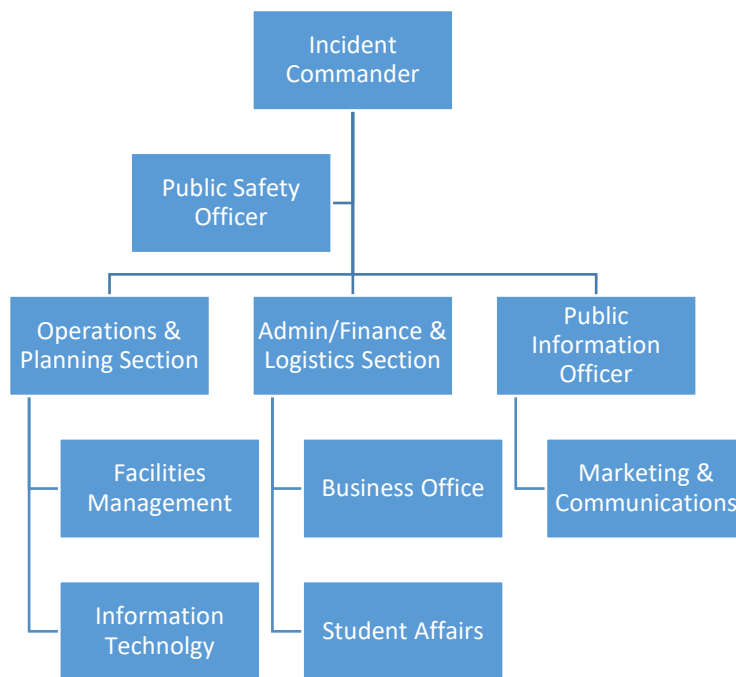
The Operations and Planning Section is responsible for executing the response plan, coordinating activities to reduce impacts of and immediate hazard, save lives and property, establish situational control, and restoring normal operations. This section also gathers situational awareness information and intelligence, prepares Situational Update Reports, and prepares the Incident Action Plan (IAP).

Finance/Admin and Logistics Section

The Finance/Admin and Logistics Section is responsible for allocation of campus resources (facilities, supplies, equipment, food, communications) to support the incident response. This section also conducts cost analysis, records personnel time, maintains vendor contracts, and develops and administers plans to financially support the incident response during large, protracted events.

Public Information Officer

The public information officer (PIO) is responsible for all public, media, and internal communications related to the incident. The PIO will liaise with the media, write announcements and communications, coordinate emergency communications platforms, and implement the communication strategy.



3.3 Direction, Control, and Coordination

Direction and control of the campus emergency response effort will be from the Incident Commander and the EMT. Campus departments will provide personnel and resources to support the response to and resolution of the incident, as requested and available.

Campus personnel assigned to emergency responsibilities will remain under the control of their own departments, but will function under the technical supervision of the direct report within the Incident Command System.

4. TRAINING AND EVALUATION

4.1 Training

The EMT will develop a training program based on the procedures contained in the SEMP. It is designed to develop the knowledge, skills, and abilities required in a disaster or emergency. Training conducted will include ICS fundamentals and SEMP orientation. Exercises are conducted to evaluate plans and procedures used during actual emergencies and identify the need for Annex modifications and/or additional training. When properly integrated, training and exercising can improve the response and the delivery of emergency/disaster assistance to the campus community.

In accordance with the U.S. Department of Education's (US ED) Office of Safe and Healthy Students (OSHS) NIMS training guide, EMT members will have, at a minimum, the following training (available online):

- ICS-100.HE An Introduction to Incident Command Systems for Higher Education
- ICS-200 ICS for Single Resources and Initial Action Incidents
- IS-700 an Introduction to NIMS
- IS-800.B An Introduction to the National Response Framework

The EMT Chair and personnel that may be expected to be ICs during an event should take the following training (in addition to the courses above):

- ICS-300 Intermediate ICS for Expanding Incidents
- ICS-400 Advanced Incident Command

4.2 Exercises

The Homeland Security Exercise and Evaluation Program (HSEEP) is the national standard utilized for exercise design and implementation. It incorporates the Target Capabilities List as a standardized methodology to evaluate and document exercises and develop improvement plans. The HSEEP process is designed to test plans and procedures through an appropriate level exercise. Results of the exercise are discussed and recorded in an After Action Report (AAR) and improvements or adjustments to the plans are made. The plans are then tested again and adjusted again as necessary. The HSEEP process is a cycle which continues for the life of the plan.

The SEMP will be tested, evaluated, and assessed using HSEEP-compliant exercises. Exercises may be a simple Table-Top to a complex Full Scale Exercise. A real-world event of sufficient size and complexity may be substituted.

4.3 Evaluation

The SEMP and supporting plans, appendices, and annexes will undergo a comprehensive review and revision annually. Revisions shall be formally adopted by the President of the College. Additionally, the plan should be evaluated following major events/changes. These include:

- A formal update of planning guidance or standards;
- A change in institution officials (President, Vice President, etc.);
- A plan activation or major exercise after which lessons learned were incorporated;
- A change in the institution's demographics or hazard or threat profile, or;
- The enactment of new or amended laws or ordinances or policy changes.

4.4 Plan Development and Maintenance

The EMT Chair will develop and ensure appropriate distribution of the SEMP base plan and any changes thereto and kept updated on the RCC Sharepoint and/or Intranet. Development and updates of annexes/appendices and changes will be accomplished by the designated position and/or department with primary responsibility for the annex/appendices, under the direction of the EMT.

The EMT and relevant stakeholders will meet annually to review AARs and Improvement Plans resulting from exercises or real-world emergency events. Review of policy changes at the Federal, State, and local level are also part of the annual review. Revisions and updates to the SEMP reflect lessons learned and the evolving needs of emergency management.

5. ADMINISTRATION, FINANCE, and LOGISTICS

All assets and personnel of RCC will fall under the purview of the President of the College, or his/her designee, to direct in any way the response to an emergency on campus.

Departments should track and account for all resources expended in response to or recovery from an emergency event. Expended resources may include personnel hours, accommodations, vendor services, equipment, and supplies. Departments should provide detailed accounting to the Admin/Finance & Logistics Section.

6. AUTHORITIES AND REFERENCES

6.1 Authorities

This plan is promulgated under the authority of the President of the College and managed by the EMT, guided by the policies of Roxbury Community College.

Additional authorities include:

- Presidential Policy Directive (PPD) – 8
- Homeland Security Presidential Directives (HSPD) - 7
- The Homeland Security Act of 2002
- The National Response Framework, Second Addition 2013
- The Robert T. Stafford Disaster Relief and Emergency Assistance Act, PL 93-288 (2013); PL 99-499 as amended
- The Code of Federal Regulations (CFR), Title 44
- The Americans with Disabilities Act of 1990; as amended in 2010
- Massachusetts Executive Order Number 469, 2005

6.2 References

- The Comprehensive Preparedness Guide 101, v.2 (CPG-101)
- The National Fire Protection Agency (NFPA) 1600
- The Emergency Management Accreditation Program (EMAP)
- Disaster Resistant Universities (DRU), FEMA
- Guidance on Planning for Integration of Functional Needs Support Services in General Population Shelters, FEMA
- Guide for Developing High Quality Emergency Operations Plans for Institutions of Higher Education, US ED
- NIMS Training for K-12 Schools and Institutions of Higher Education, US ED
- NIMS Implementation Activities for Schools and Institutions of Higher Education, US ED
- Template for University Emergency Operations Plans, Virginia Department of Emergency Management
- Massachusetts Comprehensive Emergency Management Plan (CEMP), MEMA

APPENDIX A – Executive Cabinet (EXCAB)

Member	RCC Title	Phone
Jackie Jenkins-Scott	Interim President of RCC	857-701-1280
Gibson, Joyce Taylor	EVP of Academic & Student Affairs	857-701-1376
Rosa, Marta	EVP & Special Assistant to the President	857-701-1273
Vacant	EVP of Finance & Facilities	857-701-1273

APPENDIX B – EMT AND ICS ORGANIZATION CHART

EMERGENCY MANAGEMENT TEAM (EMT)

EMT Role	RCC Title	Name	Phone	Email
EMT Chair	EVP of Finance & Facilities	Vacant	857-701-1258	
Member/Public Safety	Director of Public Safety	Albanese, David	857-701-1254	dalbanese@rcc.mass.edu
Member/PIO	Executive Director of Marketing, Communications & External Affairs	Smock, Jordan	857-701-1234	jsmock@rcc.mass.edu
Member	Dean of Students	Robyn Shahid-Bellot	857-701-1494	Rshahid-bellot@rcc.mass.edu
Member	Facilities Director	Qazi, Shami	857-701-1478	sqazi@rcc.mass.edu
Member	Director of the RLAC	Hart, Sherman	857-701-1704	shart@rcc.mass.edu
Member	Chief Information Officer	Vacant	857-701-1552	

ICS STRUCTURE

Title	Primary	Secondary
EMT Chair/IC	Vacant	Albanese, David
Public Safety Officer	Albanese, David	Telfort, Jensen(Allied)
Operations & Planning Chief	Qazi, Shami	Hall, Ken
Admin/Finance & Logistic Chief	Puri, Biren	Vacant
Public Information Officer	Smock, Jordan	Lewis, Vanessa

APPENDIX C – EMERGENCY NOTIFICATION SYSTEM

Roxbury Community College is committed to maintaining open communications among our staff, faculty, and students. Through a variety of media, RCC disseminates pertinent information about security issues as well as other emergency or hazardous situations. There are two general categories of notifications: Timely Warnings and Emergency Notifications.

C1 Timely Warnings

It is the College's policy to be open with students and employees about security matters and other emergencies. When Public Safety becomes aware of a Clery Act crime that may pose a serious or ongoing threat to members of the community, a "Timely Warning" will be issued. Public Safety issues these warnings, upon conferring with either with the Vice President for Administration & Finance, the Vice President of Academic and Student Affairs or the President. Timely Warning's will generally be posted for crimes such as; homicide, robbery, aggravated assault, burglary, sexual assaults, and hate crimes. Public Safety will post these warnings in a variety of ways, including but not limited to; campus e-mails, fliers, social media, the Emergency Notification System, and other media if necessary. The purpose of these timely warnings is to notify the campus of the incident and to provide information that may enable them to protect themselves from similar incidents. The College will issue Timely Warning's whenever the following criteria are met:

(i) a Clery Act crime is committed;

(ii) the perpetrator has not been apprehended; and

(iii) there is a substantial risk to the physical safety of other members of the campus community because of this crime.

Timely Warnings will often ask members of the community for their help in gathering information about an incident or in identifying those responsible. You can contact the Public Safety by calling 857-701-1310.

C2 Emergency Notifications

RCC Maintains an Emergency Notification System (ENS) known as RCC Alert. RCC uses RAVE, a commercially produced platform that sends messages in text, voice, and email form. The RCC Alert program is also known as a "RAVE Alert."

We encourage members of the campus community to enroll in the Roxbury Community College Emergency Notification System by visiting <https://www.getrave.com/login/rcc>. Roxbury Community College students, faculty, and staff must update their personal contact information for the Emergency Notification System. The system is setup to alert students, faculty and staff in case of an emergency affecting the College as a whole, and requiring that information be conveyed rapidly. Students are required to update their contact information every semester to receive the alerts.

Emergency Communication can be sub-divided into four phases:

1. Preparedness and Education – to inform the campus community about the hazards the college faces and to educate them on steps that they can take to prepare for and mitigate against their impacts.

2. Emergency Notification and Warning – to alert individuals that an emergency condition exists that threatens their health and safety; and to provide protective action recommendations.

3. Emergency Follow-up – to provide important follow-up information or instructions regarding an ongoing or recently terminated emergency, but does not necessarily require immediate protective actions.

4. Determining Emergencies – to offer longer-term, time indifferent, messages that are more informational in nature and irrelevant to the immediate health & safety of individuals.

C3 Scope

In the event of an emergency or when there is a hazardous condition that threatens the health and safety of individuals on campus or in the immediate area that could impact the Roxbury Community College Community it may become necessary to notify students, Faculty or staff. These situations require timely notification and warning, perhaps with protective action recommendations.

It is important to note that no one system is capable of reaching everyone, everywhere, every time. Each method has its strengths, weaknesses, and limitations. As such, it is valuable to consider an emergency notification and warning system that utilizes multiple methods. This ensures a greater coverage of intended recipients, and redundancy in the event of failures, which many communication systems are prone.

C4 RAVE Alert Decision Criteria

Five criteria must be considered to determine if activation of the RAVE System is warranted, which communications will be utilized, and who authorizes activation of the system:

1. Hazard Type

- What is the hazard? (fire, tornado, hurricane)
- What is the impact to RCC? (Minor, major, catastrophic)
- What is the potential for the situation to worsen?
- Is the situation under control?

2. Life Safety / Property Protection

- What is the potential for death?
- What is the potential for serious injury?
- What is the potential for minor injury?
- What is the potential for damage?

- What is the potential for disruption to normal course of business?

3. Urgency

- How soon does the message need to go out? (Seconds, hours, days)
- Is there time for approval?

4. Audience

- Who needs to be alerted? (Administration, faculty, staff, students, guests)
- How many people need to be alerted? (dozens, hundreds, thousands)

5. Capabilities / Limitations

- What are the limitations of the system? (Limited audience, lengthy delivery time, RCC panic)
- Which system should be used? (email, text message, voice, other)
- How quickly can the messages be sent? (Immediately, minutes, hours)

C4 Activation Approval

Activation of the campus emergency notification system, a RAVE Alert, will be approved by College officials as soon as possible. However, there may be a need to streamline the activation process for a RAVE Alert to ensure timely notification and warning. Seconds count! A cumbersome activation and/or approval procedure may result in injury or loss of life. As such, this document serves to establish a flexible, but controlled, activation approval hierarchy. During an event that triggers emergency notification, time and availability of resources including properly trained personnel will be a factor as to the course of action taken.

In order to plan and consider the effectiveness of an emergency alert, and the dissemination method of the alert, several considerations should be taken into account.

- With the exception of a forecasted weather event, most situations requiring an alert will be “no notice.”
- No one method will reach everyone, every time, everywhere.
- Some people will not get the message through the system.
- Some people may have impairments (sight or hearing).

Where practical, and without jeopardizing life safety, the following individuals or entities shall be consulted prior to emergency message dissemination. If the preceding person or entity is not available or not feasible, proceed down the list to the next available entity:

1. President or designee
2. EVP of Finance & Facilities
3. Director of Public Safety

C5 Pre-Approved Activation Scenarios & Messages

The following emergency scenarios and associated RAVE Alert messages are pre-approved by College officials and eligible for activation immediately.

1. Dangerous Situation that may result in death or bodily injury if a delay occurred.
2. Hazardous Condition to the health and safety of the community.
3. Weather warning notifications.

C6 Available Emergency Notification and Warning Systems

Roxbury Community College emergency notification and warning system consists of the following communication methods, segregated into two categories, "Primary" and "Secondary", based upon the speed of delivery and breadth of audience receipt.

Primary (RAVE):

1. Text messages
2. E-mail
3. Voice-mail Message
4. Voice message dialing to work phones
5. Computer Network email

Secondary:

1. Television
2. Radio
3. Media Release / Press Conference

Note: This document also recognizes that emergency information will travel via word-of mouth. However, in that this method is unreliable and cannot be controlled, it is not considered an official communication.

APPENDIX D – BEHAVIOR INTERVENTION TEAM

The Behavior Intervention Team (BIT) is dedicated to a proactive, coordinated and planned identification, prevention, assessment, management and reduction of interpersonal and behavioral threats to the safety and well-being of students, faculty, staff and visitors of Roxbury Community College.

Threat assessment is designed to be a preventative process used to identify warning signs and intervene before something preventable happens. Cases are NOT managed on a first-come, first served basis. Rather, all cases are triaged and the most serious cases are managed first. All cases, regardless of the immediacy, will be reviewed and managed in the manner most appropriate for the situation.

In the event of an imminent or significant threat posed, the matter should be immediately referred to the College’s Public Safety Department and/or the Boston Police Department. This document outlines the process the BIT will follow upon receiving a referral for threatening, problematic or concerning student behavior.

D1 Authority of the BIT

- The BIT does not enact sanctions or administer policy regarding referrals.
- The BIT can:
 - develop specific strategies to manage potential harmful or disruptive behavior to protect both the safety and rights of both the individual and the College community.
 - assist faculty and/or administrators in developing a plan of action to minimize the threat and assist the person of concern in obtaining necessary resources.
 - coordinate and share information with other College departments for additional action such as:
 - evaluation for immediate emergency response (by the police or other outside agencies),
 - provision of continued support, where feasible, to the individual (e.g., academic advising, Student Administrative Services, mental health services, etc.),
 - emergency notification of others, and/or]
 - parental/guardian notification.

D2 BIT Operational Protocols

- Either at a regularly scheduled BIT meeting or at a special meeting called by the Chair of the BIT or the Director of Public Safety, the BIT shall meet to review a referral and assess the potential risks posed by reported behavior.
- Thereafter, depending on the assessment of the BIT, it may seek to immediately meet with the problematic individual.
- Alternatively, the BIT may choose to first meet with the reporting party or other parties to gather additional information before meeting with the problematic individual.
- The BIT shall make a formal determination of the risk presented, recommended action or actions to be taken, and referral to appropriate internal and/or external authorities, where appropriate.
- To the extent permitted under state or federal confidentiality laws, the BIT shall periodically notify the Reporting Party of the status of the referral.

The College has a commitment to ensure that no retaliatory actions are taken against any person or persons who submit a referral form to the BIT.

On the next page is a copy of the Threat Assessment Referral Form which can be completed by students or staff members who have concerns with regard to threatening behavior.

The purpose of this form is to communicate information regarding potential threatening student behavior to the **Behavior Assessment Team (BIT)**. BIT will assess the information and recommend appropriate action. This process is not a vehicle for disciplinary action nor is it to be used in lieu of filing an Incident Report with Campus Safety or filing a Police Report (if necessary).

Public Safety can be contacted by dialing 857-701-1310 from any college telephone.

Person of Concern: _____

Classification (circle) Student Faculty Staff Vendor Visitor

Person of Concern's Contact Information (if known):

Phone Number: _____

Address: _____

Date of Incident: _____ Time: _____ AM PM

Name(s) of Others Involved: _____

Please provide a brief description of the incident, concern, or threat associated with the Student of Concern:

Name of Individual Reporting Incident: _____

Contact Telephone Number: _____

Please submit completed forms to: Public Safety, Building 3, Room 109

COMMITTEE USE ONLY

<i>Received (date)</i>	<i>Committee Review (date)</i>

The College will make every reasonable effort to maintain the confidential contents of this form.

Action	Recommendations	Comments

APPENDIX E – SUICIDE PREVENTION PROTOCOL

E1 Purpose

The purpose of this protocol is to provide education and guidance to faculty, staff, students, and other members of the College community to help prevent student suicide. All suicidal behavior or threats should be taken seriously and immediately referred in accordance with this protocol. **In the case of an emergency, please dial 911 or contact Public Safety immediately.**

E2 Definitions

Suicide: Death from an injury which is self-inflicted and by which the student intended to kill him/herself.

Suicidal Behavior: Any potentially injurious behavior which is self-inflicted and by which a student intends, or gives the appearance of intending, to kill himself or herself.

Suicidal Ideation: Any self-reported thoughts or feelings about engaging in suicidal behavior.

Suicide Plan: A proposed method of self-inflicted injury through which the potential and intentional outcome is death.

Active Suicidal Ideation with Specific Plan and Intent to Act: Thoughts of killing oneself with details of plan fully or partially worked out and student has some intent to carry it out.

Active Suicidal Ideation with Some Intent to Act, without Specific Plan: Active suicidal thoughts of killing oneself and student reports having some intent to act on such thoughts, as opposed to “I have the thoughts but I definitely will not do anything about them.”

Actual Knowledge: The direct and clear awareness of a fact or circumstance, as opposed to constructive (inferred or implied) knowledge. What a person "must have known" as opposed to "should have known."

E3 Protocol

This Protocol shall be followed in the event a College employee has actual knowledge that a student:

- Is actively engaged in suicidal behavior;
- Has engaged in suicidal behavior previously while enrolled at the College or recently before matriculation;¹ or
- Has stated plans or intentions to commit suicide, including active suicidal ideation with specific plan and intent to act or active suicidal ideation with some intent to act, without a specific plan.

Where the College has actual knowledge that a student has engaged in suicidal behavior and is currently hospitalized, these protocols shall be activated (under procedures for Previous Suicidal Behavior) in the

¹ “Matriculation” should be interpreted broadly and not be limited to full-time students.

event the student seeks to return to the College.

- **Active Suicidal Behavior**

- Any member of the College community who has actual knowledge that a student is actively engaged in suicidal behavior shall immediately contact emergency personnel by calling **911** or **Public Safety** at **857-701-1310**
- Contact the **Dean of Students** immediately at **857-701-1494**.
- If the Dean of Students is not available, contact the designee, **Associate Dean** at **857-701-1277**.
- The Dean of Students, or the designee, shall attempt to contact the student's emergency contact of record or another emergency contact identified by the student.
- A student who has engaged in active suicidal behavior shall be required to be assessed by a licensed mental health professional and provide documentation per the College's Re-Entry Policy. Documentation will be reviewed by the Dean of Students, or designee, and/or the College's BIT.

- **Previous Suicidal Behavior**

- Any member of the College community who has actual knowledge that a student has engaged in suicidal behavior while enrolled at the College or recently before matriculating shall contact the **Dean of Students** immediately at **857-701-1494**
- If the Dean of Students is not available, contact the designee, **Associate Dean** at **857-701-1277**.
- Based on the information received, the Dean of Students, or designee, shall determine whether the protocol should be activated. In doing so the Dean or designee may attempt to meet with the student and/or consult with the College's BIT.
- If the protocol is activated, the Dean of Students, or designee, shall attempt to contact the student's emergency contact of record or another emergency contact identified by the student.
- The Dean of Students, or designee, may further consult with the College's BIT to determine an appropriate medical referral, help identify support strategies, and/or develop a follow-up action plan for the student.
- When it is determined that a student has engaged in suicidal behavior while enrolled at the College or recently before matriculating, the student shall be required to be assessed by a licensed mental health professional and provide documentation per the College's Re-Entry Policy. Documentation will be reviewed by the Dean of Students, or designee, and/or the College's BIT.

- **Active Suicidal Ideations with Stated Plans or Intentions**

- Any member of the College community who has actual knowledge that a student has stated plans or intentions to engage in suicidal behavior shall contact the **Dean of Students** immediately at **857-701-1494**.
- If the Dean of Students is not available, contact the designee, **Associate Dean** at **857-701-1277**
- Based on the information received, the Dean of Students, or designee, shall determine whether the protocol should be activated. In doing so the Dean or designee may attempt to meet with the student and/or consult with the College's BIT.
- If the protocol is activated, the Dean of Students, or designee, shall attempt to contact the student's emergency contact of record or another emergency contact identified by the student.
- The Dean of Students may further consult with the College's BIT to determine an appropriate medical referral, help identify support strategies, and/or develop a follow-up action plan for the

student.

- When it is determined that a student has stated plans or intentions to engage in suicidal behavior, the student shall be required to be assessed by a licensed mental health professional and provide documentation per the College's Re-Entry Policy. Documentation will be reviewed by the Dean of Students, or designee, and/or the College's BIT.

APPENDIX F – PUBLIC SAFETY AND SECURITY

The RCC Department of Public Safety is staffed 24 hours per day, 7 days per week, to provide public safety services to the college community.

F1 Mission Statement

The Mission of the Public Safety Department is to work in partnership with the college community to provide a safe and secure environment in which students, faculty, and staff may work, learn, and live. The Public Safety Department engages in joint problem-solving partnerships to identify issues of community concern and work collaboratively to continuously improve the safety and security of the campus.

F2 Philosophy

Public safety and security is a partnership between Public Safety and the college community. Security is everybody's business and the Public Safety Department cannot do it alone. Public Safety encourages the college community to practice "See Something, Say Something." If you see something that doesn't seem right, or notice a crime being committed, contact the Public Safety Department right away.

The Public Safety Department works diligently to maintain a safe and secure campus. To accomplish this, Public Safety works to achieve three goals:

- Developing and maintaining a modern and functioning Public Safety Department.
- Developing and maintaining a comprehensive Security and Emergency Management Plan.
- Conducting outreach programs and establishing partnerships with stakeholders.

F3 The Public Safety Department

The Public Safety Department is under the direction of the Director of Public Safety, who also functions as the chief of the campus police. Assisted by an Assistant Director, they administer the public safety function on campus, which is currently carried out by public safety officers from Allied Universal, Inc., a contracted private security company. Both the Director and Assistant Director are sworn police officers pursuant to Massachusetts General Law Chapter 63, Section 22. They have the power of arrest and have the authority to carry out investigations and serve criminal processes. The Allied Universal public safety officers provide the patrol force. Through fixed posts, walking patrols, and mobile patrols, the public safety officers patrol the campus in a highly visible manner, providing services to the college community and serving as a deterrent to crime. Public safety officers respond to calls for service throughout the campus, enforce college rules, monitor and enforce parking rules, open and close the campus, provide first aid and CPR, provide escorts, and other like functions.

The Public Safety Department is located in Building 3, Room 109. It is staffed 24/7 and maintains a dispatch center where calls for service are received and dispatched. The phone number is 857-701-1310 and an emergency line of 617-541-6404. Dispatchers also monitor life-safety systems including a CCTV system, fire detection and suppression systems, and two-way radios.

The Public Safety Department maintains reports and records in a digital Records Management System as well as a daily log. Each week, a Daily Crime Log is printed out for the previous week and kept at the Public Safety Department and is available for viewing in accordance with the Clery Act.

F4 Student and Staff Identification Cards

The Public Safety Department issues Identification Cards to students, staff, and faculty of the college. Faculty and Staff ID cards are facilitated by Human Resources when a new employee starts his or her employment. Students requiring ID cards must bring a form of photo ID and a copy of their schedule issued by the Business Office showing that they are currently enrolled in good standing. Students and Staff are required to show their ID cards to college officials and public safety officers upon request.

F5 Parking Passes

The Public Safety Department issues parking passes to students and staff in good standing. Students and staff should bring their valid ID card and their vehicle registration to the Public Safety Department to be issued a pass. Student passes are only valid for semesters that the student is studying at RCC. Employee parking is reserved in designated spaces in Lot 1. Students have access to non-reserved open parking in Lots 1 and 2. Vehicles without a pass, or that are parked in illegally elsewhere on the campus may be issued a violation notice. Repeat offenders may have their parking privileges revoked.

F6 Reporting Crimes and Emergencies

All members of the RCC Community and all visitors are encouraged to accurately and promptly report potential criminal activity, suspicious behavior, and emergencies on campus the Public Safety at X-1310 or 617-541-6904.

Reports may be made in person at the Public Safety Department, or via the phone, or on our website, <https://www.rcc.mass.edu/explore/public-safety/> . An officer will be dispatched to your location on campus, any time of the day or night. Students and employees should report all criminal offenses to Public Safety for the purpose of assessing the crime for potential distribution of a timely warning notice and for the annual disclosure of crimes on or near campus.

F6 Reporting Crimes to Campus Security Authorities

While the college prefers that the college community report crimes to Public Safety, we also recognize that there are times when individuals may feel more comfortable reporting these instances to another party. The Clery Act authorizes other college officials to be designated Campus Security Authorities (CSA). A CSA is “an official of an institution who has significant responsibilities for student and campus activities, including, but not limited to student housing, student discipline, and campus judicial proceedings. An official is defined as any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution.”

CSAs are mandated to report the crimes for immediate action, and for inclusion in the Annual Security Report. However, victims reporting crimes to a CSA may remain anonymous.

F7 Annual Security Report

In accordance with the Clery Act, RCC gathers statistics for crimes that occur on or near campus. These crimes and related safety information are reported to the college community each October in the Annual Security Report. The Annual Security Report is available for anyone to see and is posted on RCC’s website. In addition to crimes, the Annual Security Report details information about Sexual Violence, Sexual Harassment, and related Title IX issues.

F8 Weapons Policy

With the exception of sworn law enforcement personnel, RCC prohibits the possession, carrying, or use of any firearm, ammunition, explosive, or other weapon upon any property owned or controlled by the college. The carrying of any firearm on a school or college campus, except by a sworn law enforcement officer, is a violation of state law, even if the person has a License to Carry Firearms issued by the state.

APPENDIX G – PROCEDURES/FUNCTIONAL ANNEXES

The functional annexes serve as a guide to the RCC community, providing specific information relative to a variety of emergency type situations. There are twelve (12) annexes which detail the more common types of emergencies that might occur at RCC. Each annex describes responsibilities and procedures to be taken by the various entities at RCC. Responsibilities refer to those actions which should be taken prior to any emergency occurring to better prepare the RCC community to respond to the emergency should it occur. Procedures refer to specific steps and actions which should be taken once an emergency has actually occurred.

ANNEX G1 – NATURAL EVENTS

General. The purpose of this annex is to provide basic guidance to RCC in planning for and responding to events caused by nature, such as severe weather. The college has an obligation for the safety of the faculty, students, and staff during severe weather. This annex is intended to be a management supported plan that provides college wide capability for organized preparation, notification, and tailored response to a disruption caused by severe weather. It identifies the procedures used in the decision making process and communication of changes to RCC's class/operating schedule. Most natural events that entail an advance notice are comprised of forecasted rain, snow, and ice storms as well as hurricanes.

Responsibilities.

EXCAB.

- Monitor weather reports for conditions that might impact RCC
- Ensure open lines of communication exist among Snow Group and EMT
- Be aware of school schedule and other information bearing on decisions to close the school
- In consultation with appropriate staff, make timely decisions on school status and communicate same

Facilities

- Monitor weather reports for conditions that might impact RCC
- Ensure essential personnel are identified and are on hand
- Ensure necessary equipment and supplies are on-hand and operational
- Provide updates to Snow Group with regard to existing campus conditions

Marketing and Communication

- Maintain communication with Snow Group for messaging themes
- Maintain communication platforms with RCC community

Public Safety.

- Maintain communications with Facilities and Snow Group
- Ensure necessary emergency equipment is on hand and operational
- ID Shelter areas
- Ensure staffing levels are sufficient for emergency response
- Monitor news, weather, and public safety systems for updates

Faculty and Staff

- Check with RCC administration for guidance with respect to forecasted events
- Make personal preparations for impending events
- Ensure RAVE account is current

Students

- Be familiar with media outlets that notify public in the event of school closings, etc
- Ensure RAVE account is current

Procedures. Specific procedures will vary depending upon the type of event and the amount of notice received. Forecasted storms will allow the EXCAB to make timely decisions with respect to closing the school ahead of time. Watches and warnings will allow some time to make decisions, but may necessitate and number of persons on campus to shelter within RCC. The procedures below are a general guide to follow.

EXCAB.

- Monitor weather, news reports, and communications with Facilities and Public Safety with respect to impending events
- Convene when conditions indicate an event may impact the ability of the school to conduct business safely and/or the ability of RCC staff and students to travel safely
- Initiate a conference call with Facilities, Marketing and Communication, the RLTAC, and Public Safety to discuss school closure or cancellation of activities
- Decide on school closure or cancellation of activities
 - In the event of closure due to severe weather, prior to 5:00 AM for overnight storms
 - In the event of closure due to severe weather that has built during the day, at a reasonable time to allow the RCC community to travel home safely
 - In the event of an unplanned event that has occurred and has effected RCC, such as an earthquake or tornado, convene immediately and active the EMT if warranted
 - In the event of a power failure, confer with Facilities as indicated below and decide on closure, evacuation, etc.

Facilities

- Monitor weather conditions and in the event of impending sever weather provide regular updates to the Snow Group on campus, road, and other conditions effecting safety of the RCC community
- Notify essential personnel and place them on stand-by alert until weather conditions allow for campus clearing
- Issue equipment/supplies/resources
- Commence clearing operations when weather situation allows and provide supervision to outside crews
 - When snow has fallen with 4 or more inches in forecast, begin clearing when conditions allow to include driveways, parking lots, walkways, pathways, and steps
 - When heavy snow is forecast on a weekend, essential personnel will report to work immediately after snow stops and clear the campus as indicated above
 - In the event of a power outage of considerable duration, notify the EXCAB of the situation in each building, status of emergency power, etc., and estimated time until power restoration

- Check all buildings periodically to ensure heat, hot water, and power are available and there are no “freeze ups’
- Provide regular updates to Snow Group and/or EMT, if applicable, on campus clearing and status

Marketing and Communication

- Decide on messaging theme based on the type of event
- Provide messaging to the RCC community based on decisions made by the President (or designee)

Public Safety.

- Monitor weather conditions and advise Snow Group/EXCAB
- In the event of forecasted inclement weather, the Director will
 - Confer with EVP of Finance and Facilities
 - Initiate conference call as directed with the Snow Group
 - President
 - Executive Vice Presidents
 - Facilities Manager
 - Chief Human Resources Officer
 - Executive Director of Marketing & Communications
 - Director of the RLAC
 - Once determination of closure is made, the Director will make notifications as below
- Receive updates from Facilities with respect to campus clearing conditions
- Deploy public safety officers where they can best provide services to RCC community
- Respond to calls for service, provide first responder duties, and facilitate evacuation when necessary
- Establish in Incident Command Post if EMT is activated, interface with outside public safety agencies when necessary
- Send RCC Alert when necessary
- Notify media in the event of school closings

Faculty and Staff

- Communicate any information received from RCC administration
- Report to work when directed
- Evacuate and assist other members of the RCC community when required
- Seek shelter in interior spaces on ground floors, away from doors and windows, in the event of no-notice, severe events, and take direction from RCC administration

Students

- Take direction from the various official messaging systems with respect to attending classes
- Seek shelter in interior spaces on ground floors, away from doors and windows, in the event of no-notice, severe events, and take direction from RCC administration

ANNEX G2 – FLOODING/BURST PIPE

General. This annex provides guidance in the event of a flood type of incident on the RCC campus. Due to the geography surrounding the college, it is unlikely that RCC will sustain a prolonged flood from a rising water table. However, during intense storms, flash floods may impact the campus with a significant water flow that exceeds the capabilities of storm drains. A more likely scenario is a water pipe suffering a burst causing water damage and perhaps temporary flooding of rooms within the college. A burst pipe with minimal damage would be classified as a Level 1 Response, while a burst pipe with more significant damage and/or disruption to normal activities would be classified as a Level 2 Response and require the activation of the EMT.

Responsibilities.

Public Safety

- Patrol the RCC campus and report any water leaks, pipe bursts, and the like; checkpoints tours are established to coincide with water pipe junctures and possible burst points
- Maintain communications with the Facilities Department

Facilities

- Remain vigilant for water leaks, pipe bursts, and the like while engaged in daily duties
- Be familiar with the RCC water pipe system to include water shut off locations, etc.
- Be familiar with the RCC power supply system to include how to shut off electrical power to areas affected by flooding

Procedures.

Public Safety

- **Officers**
 - Report any flood or pipe burst to dispatch immediately
 - Assist people to safety and render any aid necessary
 - Cordon the affected area and ensure people stay out of the area
 - Be cognizant of electrical hazards and their proximity to standing water
 - Assist Facilities or outside first responders as needed
 - Provide situational awareness updates to Dispatch as needed
- **Dispatchers**
 - Upon receiving a report of a flood or burst pipe, dispatch sufficient officers and a supervisor to the location
 - Notify Facilities and request that they respond to the scene (Use cell phone after hours)
 - Notify the Director and/or Assistant Director of Public Safety

- If, after a situational update from the scene, the incident requires a rescue or medical assistance, notify the Boston Fire Department
- If, after a situational update from the scene, a partial or full building evacuation is required, initiate the required evacuation in accordance with Annex G3
- Keep the Director and Assistant Director appraised of the situation
- **Director of Public Safety**
 - Ensure notifications are made to
 - EVP of Finance and Facilities
 - EXCAB
 - EMT, if activated
 - Ensure appropriate Public Safety personnel are assigned as needed to respond to and resolve the incident with priority to life/safety issues
 - Activate an Incident Command Post, if needed, for the EMT at the Public Safety Office
 - Ensure representation at Unified Command Post if outside agencies involved
 - Ensure RCC Alert is sent with pertinent information and updates as required

Facilities

- Respond to the scene of any flood and/or pipe burst and take immediate action to mitigate the situation, priority is life/safety
- Shut off water supply to affected area
- Shut off electrical power to affected area, if necessary
- Notify EXCAB, or EMT if activated, with an update and recommended initial course of action
- After initial assessment, provide updates to EXCAB, or EMT if activated and recommended follow-on course of action if warranted
- Coordinate with DCAMM or other officials if required
- Direct recovery and clean-up efforts

EXCAB or EMT, if Activated

- Convene and receive initial assessments from Facilities and Public Safety
- Decide on school status, closure, cancellation of classes, etc
- Designate RCC Incident Commander and develop Incident Action Plan (IAP)
- Manage Incident in accordance with ICS, to the extent necessary
- Provide messaging theme

Marketing and Communications

- Maintain communication with EXCAB for messaging themes
- Maintain communication platforms with RCC community

Staff and Faculty

- Evacuate affected area in accordance with Annex G3

- Unplug electrical equipment (including computers) and turn off lights
- Take vital paperwork, documents, items that could be damaged by water, etc., with you
- Cover equipment that can't be moved as best you can and/or place in a location where not affected by the water
- Stay clear of standing water, especially if near electrical equipment or wires
- Monitor RCC Alerts, etc., for updates

ANNEX G3 – EVACUATION

General. The purpose of this annex is to establish procedures necessary to ensure the safe emergency evacuation of one or more buildings on the RCC Campus. An effective plan requires the coordination of many occupants including faculty, staff, and students; all of whom need to be aware of their responsibilities and actions in case of an emergency. Evacuation procedures and routes, assembly areas, provisions for persons with accessibility needs, and accountability should be addressed. Critical equipment that needs to be shut down and/or secured should be identified. Visitors should be instructed on the proper response to alarms and the need to evacuate. The Reggie Lewis Track and Athletic Center (RLTAC) will follow these general procedures, however they may be amended to reflect the unique layout of the RLTAC and the wide range of staffing levels during the various types of events. Given that RCC buildings are separate structures, while one building may need to be evacuated, other buildings may be directed to shelter in place.

Responsibilities. An effective emergency evacuation plan requires a coordinated effort on the part of the building occupants and RCC staff. All need to be aware of their responsibilities in the event of an emergency. This section outlines the specific responsibilities of staff, faculty, and students.

Staff and Faculty.

- Faculty know the evacuation plan for your classroom
- Faculty know the headcount for your classroom
- Staff members know the evacuation plan for your office suite or work station
- Staff members be familiar with the other staff members in your office suite or work area

Director of Student Accessibility Services

- Identify students and staff with accessibility needs and determine their class locations on campus each semester
- Maintain a spreadsheet with the locations of students and staff with accessibility needs
- Update the above spreadsheet each semester and distribute to the floor marshals
- Reach out to students with accessibility needs, other special needs, and/or service animals to identify any specific needs they might have, and include this on the spreadsheet for the floor marshals

Floor Marshals.

- Be familiar with Annex G3 (Evacuation) of the SEMP
- Be familiar with your assigned area, evacuation routes, and assembly areas
- Have your “Floor Marshal” vest available at your work station
- Maintain a copy of the student/staff with accessibility needs spreadsheet and ID locations on your area of responsibility where one or more of these persons are located at any given time
- Be willing to use your smart phone and have the “Microsoft Teams” application downloaded and ready to use

- Know where evacuation chairs are located in your area for person with accessibility needs
- Be willing to wait with persons with accessibility needs until properly relieved

Lab Supervisors.

- Be familiar with the lab layouts and where hazardous materials and chemicals are
- Be familiar with gas shut off valves and other like items

Public Safety.

- Ensure all rooms have Emergency Evacuation Plan with route indicated and Assembly Area identified
- Ensure “Microsoft Teams” is installed on the Dispatch computer
- Serve as central coordination hub for evacuation efforts
- Maintain situational awareness of evacuation proceedings
- Communicate with Floor Marshals, BFD, RCC Officials
- Ensure safety and evacuation of persons with functional or access needs
- Send out RCC Alerts as necessary
- Ensure security of building once evacuated

Students.

- Be familiar with the posted evacuation procedures in your classrooms and the locations of stairways and assembly areas

Procedures. In the event of an evacuation order, all persons in the affected building must evacuate as described below. Assume that all alarms are real unless otherwise notified. Persons should take their personal items with them and proceed immediately via the evacuation route. **DO NOT USE ELEVATORS.** Generally, evacuation will be via the nearest stairwell or grade level exit. If this route is blocked or unsafe, proceed to an alternate route. Assembly Areas should be indicated on the evacuation route for each room and are generally outside of the exit area a safe distance from the building. Persons should remain in the Assembly Area until the “all clear” is given or for other instructions.

Public Safety

- **Dispatcher**
 - ID building involved
 - Ensure alarm is sounded
 - Make PA announcement, if able
 - Which building(s) to evacuate
 - Which building(s) to shelter in place
 - Notify Boston Fire Dept.
 - Advise location of alarm and where to meet PSO who will guide them in campus
 - Dispatch PSOs to building involved
 - Notify Director and/or Asst. Director of Public Safety

- Verify that RCC Alert will be sent
- Dispatch Supervisor to BFD command post
- Monitor communications from Floor Marshals
 - Utilize Microsoft Teams chat group to maintain communication and receive status reports
 - Track evacuation progress
 - ID locations of persons with functional/access needs in need of assistance
- Broadcast and make PA announcement when BFD gives the “All Clear.”
- **PSOs**
 - Respond to locations as directed by the Dispatcher
 - Be prepared to locate and assist persons with functional/access needs
 - Coordinate with Floor Marshals and facilitate evacuation
 - Direct persons to stairwells and out to Assembly Areas when appropriate
 - Render First Aid when appropriate
 - When building(s) has been evacuated, secure entrances and do not allow unauthorized persons entry
 - Assist BFD when requested
 - Report status updates to Dispatch
 - Facilitate re-entry to the building(s) when instructed to do so upon the “All Clear”
- **Supervisor**
 - Respond to the BFD command post and make contact with the BFD IC
 - Serve as the RCC IC until otherwise relieved by a higher authority
 - Communicate instructions from BFD to Dispatch
 - Provide status updates to BFD IC

Classroom Instructors/staff members

- Take accountability for persons in your classroom or area
- Make announcement to evacuate the building according to the plan posted in your classroom/area
- Instruct students to take their personal belongings and evacuate according to the posted route
- Facilitate students out via the posted route to the Assembly Area indicated on the evacuation plan posted in your classroom
- Staff members be cognizant of your colleagues, ensure they know the evacuation procedure and assist each other as necessary
- Instructors and staff members, check in with the floor marshals on your way out. ID any person with functional or access needs

Lab Supervisors

- Secure any chemical that are left out
- Shut off all gas valves
- Confirm all persons are out of the labs

Floor Marshals.

- Put on your “Floor Marshal” identifying vest
- Open Microsoft Teams on your smart phone
- Ensure your own office suite or area is clear
- Occupy a visible position in your assigned area and facilitate persons to their assigned evacuation route and out to their designated assembly area
- Go room to room in your assigned area and ensure that everyone is out and the door is shut
- Go to your evacuation stairwell or exit door to ensure all persons in your assigned area have left the floor
- Receive reports from staff and faculty when they move their classrooms out of the building
- ID any person with functional or access needs and advise public safety of their location via text message using Microsoft Teams. Wait with that person until relieved by a public safety officer, or firefighter
- Be prepared to move on to another floor if that floor marshal is not available
- Update Public Safety Dispatch via text using Microsoft Teams when your floor is clear
- Remain, as much as possible, with your groups in the Assembly Area
- Facilitate movement back into the building when given the “All Clear”
- Floor Marshals in non-affected buildings, who are instructed to shelter-in-place, should don their “Floor Marshal” identifying vest and occupy highly visible positions on their floors and at the entrances/exits to their buildings notifying occupants to remain inside until the “All Clear” is given

ANNEX G4 – FIRE/FIRE ALARM

General. The purpose of this annex is to establish procedures necessary to react to a fire or a fire alarm on the RCC Campus. In the event of a fire or the activation or the fire alarm the evacuation procedures detailed in Annex G3 (Evacuation) should be followed.

Responsibilities. The responsibilities for the various positions and departments with respect to a fire or fire alarm are much the same as those contained in Annex G3 (Evacuation). Please refer to Annex G3 for a description of responsibilities.

Procedures. In the event of a fire or fire alarm, all persons in the affected building must evacuate as described in Annex G3 (Evacuation). Evacuation Routes and Assembly Areas are posted in most every room. Assume that all alarms are real unless otherwise notified. Fires and smoke pose unique issues as they may block designated evacuation routes. **DO NOT USE ELEVATORS.** If the route is blocked or unsafe, proceed to an alternate route. If trapped in an area where there is no clear egress route, contact Public Safety or call 911. Move to windows and stay low to the floor. Do not open closed doors without feeling for heat or other indicators of a fire on the other side.

Public Safety

- **Dispatcher**
 - Follow procedures detailed in Annex G3 (Evacuation)
 - Confirm Boston Fire Department is enroute and advise them of any confirmed fire location and/or persons trapped.
- **PSOs**
 - Follow procedures detailed in Annex G3 (Evacuation)
 - Report sightings of smoke or fire and direct people away
- **Supervisor**
 - Follow procedures detailed in Annex G3 (Evacuation)

Classroom Instructors/staff members

- Follow procedures detailed in Annex G3 (Evacuation)
- Report sightings of smoke or fire and direct people away

Floor Marshals.

- Follow procedures detailed in Annex G3 (Evacuation)
- Report sightings of smoke or fire and direct people to an alternate route
- In the event you are with a person with accessibility issues, and it is evident smoke or fire will endanger that person prior to Fire Department arrival, make use of evacuation chairs located in stairwells

ANNEX G5 – HAZMAT INCIDENT

General. The purpose of this annex is to establish procedures necessary to react to a HAZMAT incident or chemical incident occurring on the RCC campus. RCC does maintain small amounts of chemicals for use in STEM Labs, a chemical overflow collection tank, as well as cleaning supplies which are regularly used. STEM Labs conduct experiments which require the use of chemicals and employ equipment to support this. In the event of a HAZMAT incident requiring an outside response, the Boston Fire Department has responsibility for Incident Command.

Responsibilities. The day to day responsibility for managing chemicals at RCC rests with the STEM Department. Lab Supervisors are responsible for chemical storage and accountability, while instructors are responsible for the safe use of chemicals during the conduct of their classes.

Lab Supervisors and STEM Staff

- Know and account for all chemicals used in conjunction with authorized RCC instruction
- Know HAZMAT response procedures and immediate action to be taken in the event of a chemical exposure

Public Safety.

- Ensure regular checkpoint tours are conducted of areas where chemicals are stored
- Report any issues encountered where chemicals are stored
- Know immediate actions to be taken when a suspected chemical release/spill has occurred

Procedures. In the event of HAZMAT or chemical spill or release, the first priority is to preserve life and ensure public safety. Containing the area of the release is vital securing it is vital to minimizing the number of people effected by the release.

STEM personnel or Staff/Faculty Member Present

- Contact Public Safety
- Describe the type of chemical involved, nature of any symptoms, and demographics of person affected
- Evacuate all persons from the lab or immediate area
- Recommend actions based on nature of the incident, such as an evacuation of the building
- Wait for Public Safety

Public Safety

- **Dispatch**
 - Notify Boston Fire and EMS
 - Notify STEM Personnel
 - Dean of STEM at X-1501
 - Lab Manager at X-1517
 - STEM Secretary at X-1500
 - Notify Facilities

- Dispatch a Public Safety Officer to the scene and also to facilitate fire department and EMS upon their arrival
- In the event of a large or dangerous HAZMAT spill/release, initiate an evacuation in accordance with Annex G3 (Evacuation)
- Notify Public Safety Director
 - Send RCC Alerts as necessary
- **Public Safety Officers**
 - Respond to the scene
 - Render aid to any persons affected and move them to a safe area
 - Secure lab or area from further entry
 - Gather information for report
 - Facilitate EMS and/or fire department response
 - Coordinate with fire department and STEM staff with regard to status of reentry and use of the lab
 - Keep dispatch updated
 - In the event of the need to evacuate an entire building, follow procedure detailed in Annex G3 (Evacuation)

EMT and EXCAB

- If the Event is a Level II and Level III incident, activate the EMT
- Establish a command post in a safe area
- Ensure representative is sent to a Unified Command Post if established by the fire department
- Develop an IAP if necessary

ANNEX G6 – ACTIVE SHOOTER

General. An Active Shooter is a person in possession of a firearm who is actively engaged in shooting or otherwise poses an imminent threat to do so. No two situations are alike and an active shooter can employ a variety of tactics and weapons to accomplish their goal. In most cases, active shooters use handguns and/or rifles. There is generally no pattern or method to the selection of their victims. Active shooter situations are often over in 10-15 minutes, often before outside law enforcement can arrive. Individuals must take direct responsibility for their personal safety based on the information they have, their observations, and the capability to take action. Knowing what to do in an active shooter event is key to survival and to mitigate the effects of the active shooter. The RCC community should be familiar with the responsibilities and procedures contained in the annex and be prepared mentally and physically to deal with an active shooter situation.

Responsibilities. Everyone within the RCC community should be responsible for knowing how to deal with an active shooter. There are certain things which should be conducted and understood at all times, prior to an event ever happening.

Public Safety

- Monitor area public safety communications platforms for information regarding possible active shooter situations in the RCC area
- Ensure EXCAB is aware of active shooter situations in the RCC area
- React appropriately to reports of a weapon or shots fired on campus, be cognizant of all means of detection of a reported event, and don't over-react to false information
- Know campus layout and evacuation routes
- Respond quickly to lock down campus buildings when needed
- Maintain open communications with public safety agencies
- Be prepared to send out RCC Alerts and/or Timely Warnings

EXCAB/EMT

- Ensure the RCC community is familiar with this Annex and that Active Shooter response information is contained on all posted emergency and evacuation plans
- Be prepared to make timely decisions on school opening/closing/class cancellations/lockdowns
- Develop messaging theme to keep RCC community informed
- Develop plans to provide post-incident counseling to the RCC community

Faculty, Staff, and Students

- Familiarize yourself with the procedures contained in this plan
- Be aware of your surroundings
 - Take note of the two nearest exits
 - Know how to lock doors and where to shelter
 - If you see something suspicious, say something: Call Public Safety or dial 911
- Register your phone with RCC Alert through the RAVE alert system

Procedures. Knowing the procedures to be followed is key to surviving an active shooter incident. Every situation is different. However, the basic concept for response is the same: **RUN** and escape if possible. **HIDE** if escape is not possible. **FIGHT** as an absolute last resort if escape is not possible and you are in imminent threat of death or serious bodily injury. Be ready to assist other people if you can do so safely. When law enforcement arrives, know what to expect. Officers might be from a variety of departments such as campus police, Boston Police, State Police, or the Transit Police. Police officers responding to an active shooter are trained to proceed immediately to the area where the shots were last heard. Their purpose is to stop the shooting as quickly as possible. The first responding officers may be in teams or alone. They may be in uniform or in plain clothes. They might be wearing body armor, helmets, tactical gear, and carrying specialized weapons such as rifles. Regardless of how they appear, follow any and all directions they give. Initial responding officers will not stop to help people, even those that are injured; they will be responding to stop the shooting. Follow-on teams will provide first aid and otherwise assist victims and others. Officers may shout commands and push you to the ground for your safety. Keep your hands empty and where the officers can see them. Whether you are fleeing the area, or are being evacuated by law enforcement, leave your belongings behind and your hands free.

Public Safety

- **Dispatcher**

- Record as much information as possible from the reporting party
- Dispatch PSOs to the scene, if safe to do so, to investigate
 - Use all information to help with decision making when dispatching, one loud noise which could be a gunshot is a different situation than multiple reports of several loud gunshot like noises
 - Use the camera system to evaluate the situation, if possible
- If it is apparent that it is an actual active shooter situation, DO NOT dispatch unarmed PSOs to the scene of the shooter
- **Activate the Lockdown function on the RS2 remote door system**
- Make a radio broadcast informing all officers of the situation and to help evacuate people away from the shooter
- Contact the Boston Police Department and advise them of the situation
 - Location on campus
 - Actions and description of shooter
 - Any injuries reported
- Send officers to lock down buildings not involved
- Record any information about nature and location of injuries and/or further actions of the shooter
- Update Boston Police
- Broadcast Situational Updates

- **PSOs**

- Respond to the situation as directed by the Dispatcher, DO NOT approach the shooter
- Radio Dispatch with updates of the shooters actions, description, and direction of travel

- Radio dispatch with nature and location of any injuries, render aid if safe to do so
- If not in contact with the shooter, assist with evacuation of people from building involved
- Lock down buildings not involved and stand by inside the building to ensure nobody goes in or out until directed by law enforcement
- Assist law enforcement as directed and as needed
- If caught within the range of the shooter, employ RUN, HIDE, FIGHT tactics as below
- **Director**
 - Notify EXCAB
 - Activate the EMT and establish command post, when safe to do so and in a safe location
 - Send RCC Alerts
 - Liaison with responding Law Enforcement and develop verbal IAP to clear the college once the active threat appears to be neutralized
 - Provide updates to the EMT
 - Assist outside Law Enforcement as necessary and requested

EXCAB/EMT

- When safe to do so, assemble at the designated command post for RCC
- Provide information as needed to support the law enforcement response
- Develop messaging theme and designate singular point of contact for media and other inquiries
- Be prepared to access student and staff data bases to assist in accountability for persons on campus
- Participate in a unified command, if established, with outside agencies
 - Develop a more prolonged IAP to manage the incident and its aftermath
 - Decide on length and extent of college closure

Classroom Instructors/staff members

- Make an assessment of the immediate threat
- Direct students and colleagues to RUN, HIDE, or FIGHT as appropriate
- Render aid to injured persons when safe to do so

Faculty, Staff, and Students

- Upon becoming aware of an active shooter, and escape is possible , **RUN**
 - Getting away from the shooter is the top priority, have an escape route in mind
 - Leave your belongings behind and get away
 - Help others if possible, but evacuate regardless of whether others agree to follow
 - Keep hands visible, and obey any orders from law enforcement
 - Warn and prevent individuals from entering an area where the shooter may be
 - Do not try to stop responding law enforcement officers for assistance
 - Notify Public Safety, or 911, when you are safe, and describe shooter, location, and weapons
- If escape is not possible, **HIDE**
 - Get out of the shooters view and stay very quiet

- Silence all electronic devices and make sure they won't vibrate
- Lock and block doors, close blinds, turn off lights
- Don't hide in groups; spread out along walls or hide separately to make it more difficult for the shooter
- Try to communicate with law enforcement silently; use text messages or social media, or put a sign in the window
- Stay in place until law enforcement gives you the all clear, follow their orders
- Your hiding place should be out of the shooter's view and provide protection if shots are fired in your direction
- If contact with the shooter is imminent, as a last resort **FIGHT**
 - Do not be afraid to fight
 - Commit to your actions and act as aggressively as possible
 - Recruit others to ambush and/or overwhelm the shooter with makeshift weapons
 - Books, Chairs, Fire Extinguishers, Scissors
 - Anything that can be used to distract and/or disarm the shooter
 - Throw items at the shooter or otherwise use improvised weapons
 - Yell and scream at the shooter
 - Be prepared to use maximum force to cause severe or lethal injury to the shooter
 - Follow the orders of law enforcement when they arrive

ANNEX G7 – BOMB THREAT

General. The presence of an explosive device and/or bomb threat are situations that RCC must be able to react to in a calm and professional manner. Although most bomb threats turn out to be a prank or a hoax, they must be taken seriously to ensure the safety of all those on the RCC Campus. A bomb threat can be e-mailed, written, communicated verbally, or received by phone or social media sites. Every bomb threat is unique and should be handled in the context in which it occurs

Responsibilities. Everyone at RCC has a role in keeping the campus safe. Being aware of your surroundings and knowing what looks out of place is key to resolving a bomb threat safely and in a timely manner.

Public Safety

- Maintain a copy of the Bomb Threat Checklist at Dispatch
- Public Safety Officers should be aware of their patrol areas and items which might be out of place or suspicious

Marketing and Communication

- Maintain communication with EXCAB for messaging themes

Faculty, Staff, and Students

- Be aware of your surroundings
- Know what items belong in your area, and items which might seem out of place
- Be alert for suspicious activity, If you see something, say something

Procedures. Persons receiving a bomb threat should remain calm. Try to engage the person making threat in conversation in order to gather more information. The more information received the better, and the easier it will be to clear the area of any suspicious items.

• Public Safety

○ Dispatchers

- When receiving a bomb threat utilize the Bomb Threat Checklist (below) and record as much information as possible
- Stay calm and keep the caller on the phone as long as possible
- Be polite and show interest to keep them talking, do not antagonize the caller
- DO NOT HANG UP, signal another PSO to pick up an extension and listen in
- Write down as much information as possible – caller ID number, exact wording of the threat, type of voice, behavior, etc.
- Attempt to determine the callers knowledge of the campus and/or buildings
- Note any background noise on the call, such as TV, traffic, subway, etc.
- After the call is complete, notify the Director/Assistant Director and dispatch PSOs to search any specifically identified locations
- Notify the law enforcement bomb squad if directed

○ PSOs

- Respond to locations when dispatched

- Search for any items specifically described, that are not expected to be found/or associated with that area, or are otherwise suspicious
- If an item is found, treat as a suspicious item and proceed as described in Annex G8
- Assist with an evacuation if necessary
- **Director**
 - Notify the EXCAB and provide updates and recommendations for response
 - Coordinate response to threat, and search if necessary
 - Direct notification to the bomb squad if necessary
 - Sent out RCC Alerts as necessary
 - Liaison with bomb squad if and when they arrive

EXCAB.

- In consultation with Public Safety Director, develop a response plan
- Determine level of threat
 - Low level
 - The probable motive is to cause disruption: the subject is vague in his/her threat, merely stating that there is a bomb at the school, he/she provides no specifics and hangs up quickly
 - Medium level
 - The subject gives details such as size, location, or type of bomb, stays on the line a states a motive for the bomb
 - High level
 - The subject is very detailed and describes the type, power, location or time of detonation; subject stays on the line or makes multiple calls, the subject makes demands such as publicity or money
- Decide on the level of search and whether to evacuate the building (s)
- Determine messaging theme
- Monitor the situation

Facilities

- Provide personnel, familiar with the various buildings and areas, to assist in a search for suspicious items
- Report any suspicious or abandoned item found to Public Safety and proceed with the procedures in Annex G8

Marketing and Communication

- Ensure proper messaging is sent over the proper mediums
- Serve as point of contact for media requests

Faculty, Staff, and Any Person Participating in a Search

- Searches should be done in teams of two whenever possible

- Stand in the middle of the room and listen for unusual noises; if two are present, stand on opposite sides of room
- First Search: Divide room into two levels, search first level from floor to windows or approximately feet from floor
- Second Search: Search from three feet to the top of head; move in circular motion around room to starting point
- Third Search: Search top of head to ceiling
- Fourth Search: Search ceiling, structural supports, light fixtures, etc.
- Notify command post when the search of your area is done
- If any suspicious items are found, treat as such, move away, secure the area, and proceed with the procedures in Annex G8

ANNEX G8 – SUSPICIOUS ITEMS

General. The presence of a suspicious item can pose a threat to the campus. A suspicious item is any item (e.g. bag, package, vehicle, etc.) that could reasonably be believed to contain explosives, and Improvised Explosive Device (IED), or other hazardous material that requires a bomb technician and/or other specialized equipment to further evaluate it. Examples that could indicate a hazardous device include unexplained wires or electronics, other visible bomb-like components, unusual sounds, vapors, mists, or odors. Generally speaking, anything that is **Hidden**, **Obviously Suspicious**, or not **Typical** (HOT principle) should be considered suspicious. Sometimes packages that arrive via mail, or carrier can be deemed suspicious. Indicators of a suspicious mailed package include unexpected delivery, no return address, excessive postage, stains, poorly handwritten, misspelled words, incorrect titles, and restrictive notes. It is also important to note that not all unattended items are suspicious. Absent any of the above indicators, items may be something that was just inadvertently left behind. However, any unattended item, found during a bomb threat should be considered suspicious.

Responsibilities. Everyone at RCC has a role in keeping the campus safe. Being aware of your surroundings and knowing what looks out of place is key to resolving incidents of reported suspicious items. You might encounter a suspicious item unexpectedly, or as part of a response to a bomb threat. Following the proper procedures will safeguard the RCC community and resolve the situation effectively.

Public Safety

- Maintain a copy of the Bomb Threat Checklist at Dispatch
- Be familiar with indicators of suspicious items.
- Public Safety Officers should be aware of their patrol areas and items which might be out of place or suspicious

Marketing and Communication

- Maintain communication with EXCAB for messaging themes

Faculty, Staff, and Students

- Be aware of your surroundings
- Be familiar with the indicators of suspicious items
- Know what items belong in your area, and items which might seem out of place
- Be alert for suspicious activity, If you see something, say something

Procedures. Persons encountering a suspicious item should remain calm. Remove yourself and others away from the item. Note the item's appearance and provide a detailed description and location of the item to Public Safety and/or the law enforcement responders.

Faculty, Staff, and Any Person Encountering a Suspicious Item

- Remain calm
- DO NOT touch, move, tamper with the item
- Move away from the item
- Notify Public Safety immediately
- Describe the item in detail
- Tell others in the area to move away from the item

Public Safety

- **Dispatchers**
 - Take a detailed report from the reporting party
 - Dispatch PSOs to the scene to isolate the item and cordon off the area
 - Contact law enforcement and advise of the suspicious item and the facts and circumstances with regard to the suspicious item
 - Advise the Director/Assistant Director
 - Dispatch a PSO to meet law enforcement/bomb squad upon their arrival on campus and direct them to the scene.
 - If an evacuation is warranted, proceed with the procedures outlined in Annex G3
- **PSOs**
 - Respond to location of suspicious item
 - Ensure area item is cordoned off and a perimeter of 100 feet is set; when inside buildings isolate the room or hallway up to 100 feet, as much as possible
 - Provide update to dispatch with confirmation of the item and/or additional details
 - Do not use radio communications within the perimeter
 - Prevent persons from entering the perimeter and direct them away
 - Be prepared to evacuate the building in accordance with Annex G3
 - Assist law enforcement/bomb squad as required
- **Director**
 - Notify the EXCAB and provide updates and recommendations for response
 - Establish a command post and activate EMT, if necessary, and direct Public Safety Response
 - Send RCC Alerts as necessary
 - Liaison with law enforcement/bomb squad and get direction on further expansion of perimeter and/or evacuation
 - Implement Evacuation in accordance with Annex G3 if directed

EXCAB.

- In consultation with Public Safety Director, develop a response plan
- Determine messaging theme
- Monitor the situation

Marketing and Communication

- Ensure proper messaging is sent over the proper mediums
- Serve as point of contact for media requests

ANNEX G9 – MEDICAL EMERGENCIES

General. This annex provides guidance in the event of a medical emergency on the RCC campus. Medical emergencies can range from relatively minor, to life-threatening events. The key to ensuring one's survival of a medical emergency is to get proper aid to the victim quickly. Knowing how to summons help is essential.

Responsibilities. All persons at RCC should come to the aid of someone suffering a medical emergency. Public Safety Officers are trained as first responders and can render first aid as well as administer CPR and operate Automatic Emergency Defibrillators (AEDs). RCC Maintains AEDs in locations around the campus. These locations are

Building 1 – Mounted on wall in the first floor lobby

Building 2 – Mounted on the wall in the second floor hallway

Building 3 – Mounted on the wall on the first floor near the north elevator and doorway

Mounted on the wall on the third floor near Financial Aid

Building 4 – Mounted on the wall in the first floor lobby

RLTAC – Mounted on the wall in the lobby and on the wall outside the athletic trainers' office

Public Safety

- Maintain status of PSOs as first responders
- Maintain AEDs in serviceable condition, check for functionality once per month

Procedures. These procedures are a general guide. Always use common sense when rendering aid and do so only in accordance with the scope of your training.

Staff, Faculty, and Students

- If you notice a person that is injured, unconscious, or otherwise exhibiting signs of injury or illness requiring medical attention, check the area to ensure environment does not pose an additional threat to the person or others
- Do not move the person, unless there is an immediate threat to their safety
- Obtain information relative to the nature and extent of injury
- Notify Public Safety
- If necessary, and you are trained, administer first aid and/or utilize an AED

Public Safety

- **Dispatchers**
 - Record information when a call for medical aid is requested
 - Location of victim
 - Nature of injury
 - Description of victim (age, gender, conscious/unconscious, bleeding, etc.)
 - Dispatch PSO to the scene

- If the nature of the call indicates a cardiac condition, dispatch another PSO to retrieve the closet AED and bring it to the scene
- If nature of the reported injury warrants, contact Boston EMS immediately
- Dispatch a PSO to the stairs on Columbus Ave to meet the ambulance and escort them to the victim
- **Officers**
 - Respond to the scene and make an assessment
 - If the nature of the call indicates a possible cardiac condition, retrieve an AED on your way, if possible
 - Radio dispatch with an update and request EMS if necessary
 - Render first aid in accordance with your training
 - If victim is in cardiac arrest, use the AED in accordance with your training and instructions in the unit
 - Provide updates to dispatch
 - Only relinquish responsibility for aid when a responder of a higher level of training arrives
 - Gather all information on victim, witnesses, reporting party, and responding EMS/Fire personnel
 - Complete a report in the RMS system
- **Director of Public Safety**
 - Notify the President and/or EVP of Finance and Facilities whenever EMS, Fire, or any other outside agencies respond to campus

ANNEX G10 – ELEVATOR FAILURE/PERSONS TRAPPED

General. This annex provides guidance in the event of an elevator failure. The procedures are for assisting and aiding in the removal of persons trapped in an inoperable elevator, or any other elevator concern that could cause personal injury.

Responsibilities. Elevators should be maintained in a serviceable and safe condition. RCC monitors the conditions of the various elevators on campus while the actual maintenance and servicing of the elevators is conducted by an outside contracted elevator service company, licensed by the state of Massachusetts.

Public Safety

- Maintain current contact information for the elevator service company
- Maintain sufficient “Elevator Out of Service” signs
- Test the emergency phones in the elevators once per month

Facilities

- Maintain current contact with elevator service company and also a point of contact
- Ensure elevators are inspected and in compliance with applicable laws and standards

Elevator service company

- Be familiar with elevator control rooms, keep them free from debris, and be familiar with immediate actions required in the event of an elevator failure

Procedures. These procedures are a general guide. Always use common sense when responding and unless there is an immediate threat to life, allow trained personnel to resolve the situation.

Staff, Faculty, and Students

- If you are in an elevator and it fails for any reason, stay calm
 - The elevator will not fall, there are mechanical safety brakes preventing this
 - You will not run out of oxygen
 - Do not try to force the doors open
 - Use the emergency phone in the elevator to contact Public Safety
 - State what building you are in
 - State which elevator you are in
 - State the nature of the problem
 - State if there any injuries or medical issues
 - State the location of the elevator if known (such as, between particular floors, etc.)
 - Do not hang up unless Public Safety tells you to do so
 - Follow instructions from authorities during the rescue operation
- If you are outside of an elevator and have knowledge that the elevator has failed and there are people trapped inside
 - Contact Public Safety
 - State your name and call back info

- State location (Building, floor, etc.)
- State nature of the problem
- State number of people trapped
- State if there are any injuries or medical issues
- Wait by elevator and maintain communication with those inside and advise them that help is on the way

Public Safety

• Dispatchers

- Upon receiving report of an elevator failure, record the information from the reporting party as described above, keep the line open if necessary and provide updates
- Dispatch a PSO to the scene
- Notify Facilities and request their response to the scene
- Notify Elevator service company and request a response, if not done by Facilities
- If necessary, contact Boston Fire Department and advise of persons trapped in elevator and request a response for rescue
- Dispatch a PSO to the gate on Columbus Ave to meet BFD and lead them to the elevator in question
- Ensure effected elevator openings on all floors are posted with “Elevator Out of Service” signs; and ensure these are recovered once the elevator is back in service

• Officers

- Respond to the scene of the elevator failure and make contact with those inside
- Determine if there are any injuries and/or medical issues
- Advise dispatch of the nature of the problem, if persons are trapped, and any medical issues
- Communicate with those trapped in the elevator and advise them to be calm and provide updates as necessary on status of rescue
- Assist with the rescue as directed by BFD or other authorities
- Render first aid as necessary

• Director of Public Safety

- Send message to the President and EVP of Finance and Facilities if outside first responders are responding to campus

Facilities

- Upon receiving notification of an elevator failure, respond to the scene and coordinate with Public Safety
- Assess the situation and advise elevator service company
- Coordinate with the elevator service company on scene and provide Public Safety with updates as to the problem, how it will be resolved and how long the elevator will be out of service
- Advise Public Safety once the elevator service company has advised that the elevator is back in service

ANNEX G11 – POWER FAILURE

General. This annex provides guidance in the event of an unplanned power failure. Unplanned power failures depend upon a variety of factors. Generally, however, these failures can be classified in terms of severity and probable emergency actions.

Level 1 Outage

- Minor impacts to individual rooms or buildings for periods not to exceed one day
- Emergency actions usually include temporary relocation of directly affected functions until repairs can be made under the direction of Facilities

Level 2 Outage

- Involves Impacts to whole buildings and/or periods exceeding one day
- Requires activation of the EMT
- Emergency actions would include relocating affected functions to other buildings on campus, provided they are appropriate and can handle the added functions, until repairs can be made
- Employees may be given alternate work assignments if displaced from their normal work spaces

Level 3 Outage

- Involves multi-building and/or multi-day periods, and/or create an adverse work environment
- Requires activation of the EMT
- Emergency actions would include moving some functions off campus or to another location on campus
- May necessitate a full or partial evacuation of one or more buildings
- May necessitate the temporary closure of the campus

Responsibilities.

Facilities

- Be familiar with the RCC power system, trouble shooting, etc.
- Ensure emergency power system is maintained and operational at all times
- Be prepared to recommend courses of action to the EXCAB/EMT for Level 2 and 3 outages

Procedures.

Staff, Faculty, and Students

- In the event of a power failure, notify Public Safety at 617-541-6905 and continue your current tasks, as much as possible, until notified otherwise by an RCC official
- Be aware that certain “hazardous” tasks, such as experiments using a fume exhaust hood, cannot be conducted safely and should be ceased
- Report any person trapped in an elevator and take actions in accordance with Annex G10

- Do not use the elevators as they may be inoperative
- In the event that an evacuation is required, leave the buildings in accordance with Annex G3
- Do not touch any exposed or downed wires and report these to Public Safety
- Take important work items with you, as well as personal belongings if you must leave an area, and unplug electrical equipment

Public Safety

- **Dispatchers**
 - Report any power failure to Facilities immediately, after hours use cell phone
 - Report Power Failure to IT if IT related systems effected, after hours use cell phone
 - Dispatch a PSO to the scene to assist anyone in need
 - Maintain communications with Facilities to determine the nature and scope of the outage
 - Be prepared to direct an evacuation in accordance with Annex G3
- **Officers**
 - Respond to the area of a power failure and ensure the well-being of those in the affected area
 - Be prepared to handle an elevator entrapment in accordance with Annex G10
 - Be prepared to handle a full or partial evacuation in accordance with Annex G3
- **Director of Public Safety**
 - Send RCC Alerts as necessary
 - Establish a command post for the EMT, if activated

Facilities

- Respond to any power failure immediately
- Activate the emergency power system
- Make an assessment of the extent of the failure
- Take immediate action, if able and trained, to resolve the failure
- Notify the EXCAB/EMT of the extent of the failure and expected duration
- Notify Public Safety of extent failure and any life safety systems, such as fire alarms, which may be off-line
- Coordinate with Eagle Elevator to take elevators in the affected area out of service
- Direct efforts, in conjunction with outside resources, to repair the problem and resume power delivery to the campus
- Provide updates as needed to the EXCAB/EMT

EXCAB/EMT

- Convene and develop a plan (EXCAB for Level 1, EMT for Levels 2 & 3) based on assessment from Facilities
- Determine status of operations for the college with respect to relocating affected functions
- Determine closure requirements, if necessary
- Develop a messaging theme

Marketing and Communications

- Convey messaging themes over the various social media platforms
- Serve as point of contact for media inquiries

Academic and Information Technology

- Determine the effect, if any, on RCC's IT systems
- Develop immediate actions to take in order to preserve the IT functions of the college and any alternate methods to be employed while the power is down
- Advise EXCAB/EMT of recommended courses of action to minimize effect of power failure on IT functions

ANNEX G12 – PANDEMIC

General. The purpose of this annex is to establish procedures and actions to follow in order to prevent the spread of infectious diseases. Not all infectious diseases are a pandemic, however, the prevention efforts to stop transmission are largely the same. RCC should continuously implement prevention measures even in the absence of a pandemic. **Early prevention measures detailed below should be implemented every year, especially at the beginning of cold and flu season.** Prevention methods should be communicated to the RCC community and proper personal sanitation equipment, such as hand sanitizer locations should be operational.

Pandemic outbreaks, and our corresponding actions can be broken down into four (4) levels.

Level IV: Confirmed Community Transmission World-Wide

Level III: Confirmed Community Transmission in the United States

Level II: Confirmed Community Transmission in Massachusetts

Level I: Confirmed Community Transmission in the Metropolitan Boston Area

These levels may escalate rapidly and also skip levels. It is also reasonable to assume that **directed guidance from local, state, and federal authorities will drive decision making and other courses of action.**

LEVEL IV

Responsibilities and Procedures. Actions at this level primarily concern preparation, information, resource, and supply gathering, and communication themes.

Health Services.

- Provide general informational communications with the RCC community with regard to the disease and personal preventative measures

Facilities.

- Conduct inventory of supplies (sanitizer stations, disinfectants, paper towels, etc.) to include PPE for facilities personnel
- Check hand dryers, soap dispensers, etc., for functionality and make necessary repairs
- Review and/or prepare for contracts with external cleaning companies
- Post authorized informational bulletins with regard to disease prevention at various locations around the college including bulletin boards, elevators, and rest rooms

Public Safety.

- Check that the Emergency Notification System (RAVE) is up to date and conduct test
- Ensure correct contact information for Mass. DPH and other agencies are readily available

EXCAB/EMT

- Monitor the current situation
- Develop messaging guidance (EXCAB)
- Develop a training exercise (EMT)

Marketing & Communication

- Develop messaging themes and distribute in accordance with EXCAB guidance

Academic Affairs

- Identify students studying abroad

RCC Community

- Practice personal disease prevention and control measures

LEVEL III

Responsibilities and Procedures. Actions at this level expand upon level IV with an added emphasis on information sharing and coordination with local, state and federal authorities.

Health Services.

- Continue Level IV actions and provide updates as the situation warrants

Facilities.

- Continue Level IV Actions
- Ensure all items identified as a shortfall at Level IV are procured as well as a reserve
- Develop and implement a disease specific preventative cleaning plan for the college

Public Safety.

- Continue Level IV Actions

EXCAB/EMT

- Continue Level IV Actions
- Review external travel (EXCAB)
- Review college events, outside groups leasing RCC facilities, etc., for continuation (EXCAB)
- Review participation in away sporting events, etc. (EXCAB)
- Execute Table Top Training Exercise with appropriate members of the RCC community (EMT)
- Maintain communication and participate in any meetings or conference calls with local, state, or federal authorities to include Board of Higher Education and MACC

Marketing & Communication

- Continue Level IV Actions
- Ensure external contact base is accurate
- Develop messaging themes upon EXCAB guidance
- Distribute targeted group messages (students, faculty, staff, etc.)
- Post up to date information on the website and via social media

Academic Affairs

- Continue Level IV Actions
- Prepare for Impact of cancelled/suspended classes and activities
- Take recommended action for study abroad programs, such as cancellation, recalling students, etc.

Human Resources

- Review work, sick, and leave policies
- Identify essential personnel
- Meet with unions to discuss disease specific restrictions that might impact working conditions

Administration and Finance

- Review contractor/campus partner plans for disease control and prevention
- IT review of essential personnel and that they possess the equipment to work remotely if necessary

RCC Community

- Practice disease prevention and control measures
- Seek medical help if symptoms present

LEVEL II

Responsibilities and Procedures. Actions at this level expand upon Level III and focus on developing actual plans to alter RRC's operational status, implanting working groups and activation of the EMT, messaging themes, and identifying and reacting to persons on campus with symptoms.

Health Services.

- Continue Level III actions and provide updates as the situation warrants
- Refer persons who exhibit symptoms to appropriate medical facility
- Notify EXCAB/EMT immediately if a person seeks assistance after presenting with symptoms

Facilities.

- Continue with Level III Actions
- Implement cleaning of possible contaminated areas
- Identify a place on campus that can be used as an isolation room, if necessary

Public Safety.

- Continue with Level III Actions
- Issue RCC Alerts and Cabinet Alerts as necessary and directed by EXCAB

EXCAB/EMT

- Continue with Level III Actions
- Ensure participation at every meeting or conference call with local, state, or federal authorities and ensure accurate information is recorded and shared
- Activate EMT and meet as needed to form basis of Incident Management
- Consider closings and/or cancellations of some activities

Academic Affairs

- Continue with Level III Actions

Institutional Effectiveness

- Provide the Student and Exchange Visitor Program (SVEP) with any changes to the college's operational level within ten (10) business of the decision.

Human Resources

- Continue with Level III Actions

Marketing & Communication

- Continue with Level III Actions

RCC Community

- Continue with Level III Actions

LEVEL I

Responsibilities and Procedures. Actions at this level expand upon those at level II and implementing specific actions on the RCC campus, such as altering or suspending activities, reacting to persons exhibiting symptoms, close coordination with local, state, and federal authorities, activation of an EOC, and conducting daily information meetings. **NOTE: This level includes a member of the RCC Community who is identified as presumptive or confirmed to be infected by the disease.**

Health Services.

- Continue with Level II Actions

Facilities.

- Continue with Level II Actions

- Implement college wide cleaning plan if member of RCC community is presumed or confirmed to be infected by the disease
- Execute contract with external cleaning company if necessary

Public Safety.

- Continue with Level II Actions
- Issue RCC Alerts as necessary
- Advise Mass. Department of Public Health upon becoming aware of a member of the RCC Community infected by the disease
- Ensure campus is closed upon direction of EXCAB/EMT and restrict entry to authorized personnel only

EXCAB/EMT

- Continue with Level II Actions
- Maintain constant communications with local, state, and federal authorities
- Provide information on potentially affected members of the RCC Community to DPH
- Follow DPH guidance for closing the campus and/or consider temporary closing on our own accord to facilitate a campus wide cleaning
- If disease is present on the RCC campus, EMT will form into the Incident Command Structure as set forth in Section 3.2 and Appendix B of the SEMP
- A command post should be considered at an off campus location if, and while, the campus is being cleaned

Academic Affairs

- Continue with Level II Actions
- Identify possibly infected students and determine schedule, classroom and locations on campus, and likely person to person contacts
- Advise any student presenting with symptoms of the disease to leave campus and seek medical help

Human Resources

- Continue with Level II Actions
- Advise any employee who presents with symptoms to immediately leave campus and see medical care

Marketing & Communication

- Continue with Level II Actions
- Prepare for media inquiries and coordinate with local, state, federal public information officers in order to deliver common message

RCC Community

- Continue with Level II Actions
- Seek medical help and self-quarantine as directed

