EMERGENCY RESPONSE

An organization’s response to an emergency situation reflects the organization’s mission and character in distinctive ways. At St. Lawrence, the overriding principles for response to any emergency should be: protection of life and assurance of safety, minimizing damages to facilities, coordinated and open communications and minimizing legal and financial risks as fiduciary responsibilities.

A. Purpose

The basic emergency procedures outlined in this guide are to enhance the protection of lives and property through effective use of University community resources. Whenever an emergency affecting the campus reaches proportions THAT CANNOT BE HANDLED BY ROUTINE MEASURES, the
Compliances and Risk Management

Insurance and Archivist - Support Functions - Campus and Public Information - Emergency Coordinator -

Activated, and the appropriate support and operational plans in cases of disaster, an Emergency Control Center will be established. Outside emergency services will be essential. In all cases, campus-wide resources is required to effectively control the potential for property damage may be sustained. A coordinated effort of all departments and the University. In some cases, mass personal injuries and severe injuries to a student or employee may result. Hospitalization resulting from illness of a student, missing student, or sexual assault. Report immediately to Department of Safety & Security (5555).

Collective Emergency: Any incident, potential or actual, which affects entire building or buildings or peoples, and which will disrupt the normal operations of the University. Outside emergency services will probably be required, as well as major efforts from campus support services. Major policy considerations and decisions will usually be required from the President, or his designate may declare a state of emergency, and the Clery Act, it is the policy of St. Lawrence University to protect the University and its affiliated groups from unauthorized access attempts. Establishes alternative computing and telephone resources. Establishes alternative computer and communications. Communicates with emergency media personnel. Maintains access route for emergency vehicles and personnel to respond. Coordinates evacuation of students and personnel. Develops and maintains emergency operations center, if necessary.

Facilities Operations
Coordinates emergency control and restoration of services, utilities, buildings etc. Assists in rescue, clearance and demolition. Procurers emergency water supply. Provides damage assessment. Assists with emergency transportation to evacuation site and constructs temporary facilities, if necessary. Maintains emergency supplies inventory

Vice President for Community and Employee Relations
After contact from Security, determines nature and extent of communications. Will consider: seriousness of emergency, appropriate audience(s) for information, appropriate or possible vehicles of communication, and legal constraints. Prepares internal and external written and verbal communications. Communicates with emergency media (Emergency Broadcasting System members). Responds to media inquiries and coordinates communication as necessary with alumni, parents, prospective students, staff and other appropriate audiences.

Information Technology Leadership Team
Coordinates emergency control and restoration, if necessary, of computing and telephone resources. Establishes alternative infrastructure resources as possible and if necessary and protects integrity of database files.

Director of Contracts, Compliances, and Risk Management
Contacts University Attorney, coordinates insurance claims, and documents activities, actions and expenses

Missing Student Policy
In compliance with the Higher Education Opportunity Act and the Clery Act, it is the policy of St. Lawrence University to actively investigate any report of a missing resident who is enrolled at St. Lawrence University and residing in university-owned housing. Each resident will be notified of the Missing Student Notification Policy and Procedures through the Student Handbook.

For purposes of this policy, a student may be considered to be a “missing person” if the person’s absence is contrary to his/her usual pattern of behavior and/or unusual circumstances may have caused the absence. Such circumstances could include, but not be limited to a report or suspicion that the missing person may be the victim of foul play, has expressed suicidal thoughts, where there are concerns for drug or alcohol use, is in a life-threatening situation, or has been with persons who may endanger the student's welfare.

Each resident is required to identify the name and contact number of the individual(s) who are a primary contact to be notified in case of an emergency or in the event that the resident is reported missing. In the event the student is under the age of 18 and is not emancipated, the University is required to have the primary emergency contact be a custodial parent or guardian.

If a member of the University community has reason to believe that a student is missing, the Office of Security and Safety should immediately be notified. Security and Safety and/or Residence Life will make reasonable efforts to locate the student to determine his or her state of health and well-being. The student’s cell phone or campus phone will be the first contact. Additional efforts may include checking the resident’s room, access control card history and campus wide account usage, class schedule, on campus vehicle, friends, coaches, and parents.

If all the above attempts to locate or establish contact with the missing student are unsuccessful, the University will contact the Village of Canton Police Department immediately and report the student as a missing person. The Vice President for Community and Employee Relations is contacted and notified of the missing student report.

Student residents planning to be absent from the campus for an extended period of time should be sure to notify friends and family with information about their whereabouts. Student residents are also cautioned to regularly check their on-campus mailbox as uncollected mail, in conjunction with other information, may cause concern that a student is missing.

Annual Crime Report can be located at: www.stlawu.edu/safety-and-security

Crime Statistics / Crime Definitions can be located at: www.stlawu.edu/safety-and-security

Annual Fire Safety Report can be located at: www.stlawu.edu/safety-and-security

** Note all of the above documents can be provided upon request by contacting Safety & Security at 315-229-5555.