



**Fordham University**  
**Emergency Management Plan**

# **Fordham University**

## **Emergency Management Plan**

One measure of a university's strength is its ability to respond well in an emergency. While every scenario cannot be predicted, our emergency response must quickly adapt to every event as it occurs.

The coordinated response will come through timely proper notifications and use of our Emergency Management Teams (EMT) at each campus. The EMTs, working under the University Emergency Management Council, operates from the Emergency Operations Centers (EOC) on each campus. We have defined emergency conditions into five levels to provide clear simple notifications, communication and a committed plan of action.

The President of the University has designated shared crisis responsibility to the Vice President for Lincoln Center (for emergencies occurring on the Lincoln Center campus) and to the Vice President for Facilities Management (for emergencies occurring on the Rose Hill campus, 400 Westchester Avenue campus and all off campus housing locations), hereafter referred to as the University Officer in Charge (OIC). The University OIC will report to and keep the President continually updated on the University's response to the emergency event occurring on their respective campuses.

The Associate Vice President for Safety and Security will report to the University OIC and manage the emergency working with all departments within the University and with the local government emergency responders.

The University response must be certain, professional, supportive and quickly enacted to meet the emerging demands of any emergency or crisis event. On scene University responders are authorized to commit resources to mitigate and control the crisis. University Security Administrators may request help from other departments on an emergency basis, including requesting staff be diverted from less critical matters to assist their officers in the emergency event.

Due to the extraordinarily serious nature of any event involving the death of a member of the Fordham University Community, the special procedures on pages 27 through 30 have been developed. These procedures must be used in conjunction with the remainder of the Emergency Management Plan whenever an emergency involves the death of a member of Fordham's student body, faculty or staff.

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Bomb scares	1	Lockdown/Lockout	3
Buildings without electricity, heat or water	2	Missing student - Confirmed	3
Campus demonstrations	2	Radiological incident	4
Death, suicide, rape or serious injury of student, faculty or staff	3	Riot – sporting event	4
Earthquakes	5	Roving bands/civil disturbance	3
Elevator accident	2	Severe weather condition	4
Explosion/fire	4	Structural collapse	5
Explosive devices or suspicious Packages - Confirmed	4	Suspicious packages	1
Extended power outage	4	Terrorism	5
Fallen debris	2	Violent felonies to student, faculty or staff	3
Fire confined to an area	2	Weapon related violence on campus	3
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## **I. Administrative Response Framework**

### **A. Emergency Management Staffing Plan**

The following individuals are members of the **Emergency Management Council**. The council is the university-wide committee which establishes policy on emergency response for the University.

- President
- VP for Lincoln Center (University OIC)
- VP for Facilities Management (University OIC)
- VP for Student Affairs
- VP for Information Technology
- VP for Academic Affairs (or AVP)
- VP for Mission and Ministry
- AVP for Campus Ministry
- AVP for Safety and Security (Emergency Manager)
- AVP for Information Technology
- AVP for Marketing and Communications
- AVP/Dean of Student Services
- AVP/Directors of Facilities Operations (2)
- Dean of Students (2)
- Executive Director of Human Resources Management
- Director of Facilities Engineering
- Director of Health Services
- Manager Telecommunications
- Director of Athletic Administration
- Director of Sodexo Food Services
- Environmental Health & Safety Officer

The following individuals are members of the **Emergency Management Team (EMT)\*** for each campus.

- VP for Lincoln Center (University Officer in Charge)
- VP for Facilities Management (University Officer in Charge)
- AVP for Safety & Security (Emergency Manager)
- AVP for Information Technology
- AVP for Mission & Ministry
- AVP for Facilities Operations
- AVP/Dean of Student Services
- AVP for Marketing and Communications/Director
- Dean of Students
- Asst. Dean of Student Leadership
- Asst. Dean/Director of Residential Life

- Executive Director of Human Resources
- Asst. Director Enrollment Group
- Director of Engineering
- Director of Health Services
- Director of Athletic Administration
- Director of Custodial Services
- Director of Sodexo Food Services
- Environmental Health & Safety Officer

\*Academic Deans and Chairpersons may be asked to join the **EMT** as the situation dictates.

## **B. Defining Emergency Conditions**

The following are five different levels of emergency with the appropriate communications, notifications, and personnel involvement for each level:

**LEVEL 1** - A Level 1 emergency is an unusual event that involves Security and/or other departments within the University. It is more than an individual crime, vehicular accident, aided case or facility issue that can be resolved by ordinary responding units. A Level 1 emergency does not require the automatic convening of the campus Emergency Management Team. It does, however, require notification to the affected Vice President, Dean or Director and immediate notification to the Security Supervisor on duty. The Security Supervisor will alert the AVP for Safety and Security, the AVP for Safety and Security will notify the University OIC, and the University OIC will notify the President regarding the unusual event. Some examples of Level 1 incidents include:

- Accidents with minor injury involving Fordham University vehicles;
- Bias incidents;
- Bomb scares;
- Suspicious packages.

**LEVEL 2** - A Level 2 emergency is a more serious incident that can be addressed using University resources with limited outside help. A Level 2 incident is usually a one-dimensional event that has a limited duration and impact on the campus community, particularly those using the space/building in which it occurs. The University OIC will direct that specific departments involved within the EMT be contacted by campus security and directed to report to the EOC as soon as possible. The situation will be discussed at the EOC and a response strategy formulated. Some examples of Level 2 incidents are:

- Campus demonstrations;
- Fire confined to an area;
- Small hazardous material spill or release;
- Buildings without electricity, heat or water;
- Major building flooding;
- Elevator accident;
- Fallen debris.

**LEVEL 3** –A Level 3 emergency is a serious incident that concern people, rather than buildings or property. The University OIC will direct specific campus EMT members be contacted by campus security and directed to report to the EOC as soon as possible. The situation will be discussed at the EOC and a response strategy formulated. Some examples of level 3 incidents are:

- Bias incidents related to major crimes;
- Confirmed missing students;
- Roving bands/civil disturbance;
- Violent felonies to student, faculty or staff;
- Lockdown/lockout;
- Weapon related violence on campus;
- Active shooter/Campus shooting;
- Workplace violence pattern;
- Hostages/Barricaded Person;
- Death, suicide, rape or serious injury of student, faculty or staff.

**LEVEL 4** - A Level 4 emergency is a very serious situation that impacts a sizable portion of the campus and/or outside community. Level 4 emergencies may be single or multi-hazard situations and often require considerable coordination both within and outside the University. Level 4 emergencies also include imminent events on campus or in the general community that may develop into a major University crisis or a full disaster. In these situations, the EOC will be opened / staffed by EMT members. The nature of the incident may require more than one campus EOC be staffed. The University Emergency Management Council and EMT must be involved. Some examples of Level 4 incidents are:

- Confirmed explosive devices or suspicious packages;
- Extended power outage;
- Extensive hazardous material spill or release;
- Explosion/fire;
- Radiological incident;
- Riot – sporting event;
- Severe weather condition (e.g. Hurricane/Tornadoes).

**LEVEL 5** - A Level 5 emergency includes a catastrophic emergency event involving the entire campus and surrounding community. Immediate resolution of the disaster, which is usually multi-hazard, is beyond the emergency response capabilities of campus and local resources. In these situations, each EOC is opened and staffed, and the University Emergency Management Council and EMT must be involved. Some examples of level 5 incidents are:

- Aircraft crash on campus;
- Earthquakes;
- Structural collapse;
- Terrorism.

### **C. Planning & Support Units**

The following University offices are expected to assume various roles, as outlined, in an effort to provide a coordinated response to an emergency. In some circumstances, it may be necessary to request faculty or staff to assume temporary roles outside the normal scope of their duties, taking into consideration their ability to carry out those temporary roles. It is understood that if any department does not have specific roles for their personnel to carry out, then those personnel will automatically become reserve personnel to assist as assigned by those coordinating the emergency.

- Academic Deans & Chairs

Identify and resolve instructional issues (re-assign classes and instructors).

Coordinate faculty resources (substitute instructors and subject experts). Ensure that faculty teaching classes during an emergency occurrence remain with their students, follow instructions if requested to escort students to a location to shelter-in-place, and account for each member of their respective classes.

- Athletics

Coordinate use of the facilities as a staging area and/or open temporary shelter.

- Campus Ministry

Provide spiritual/emotional support as needed within the student, faculty, and staff populations. Offer prayer and worship opportunities as needed and administer sacraments. Provide ministry of presence to those affected by emergency. Collaborate with EOC and EMT in response to emergency.

- CIO/IT

Protect and ensure that information systems are available and functioning, whenever possible. Oversee the shut down to protect systems and re-starting of critical information systems. Redirect resources to best access data. Maintain campus connections and maintaining internet access is the goal.

- Counseling Center

Assist students in coping with trauma.

- Environmental Health & Safety Officer

Support Emergency Responders concerning OSHA matters.

Coordinate with City and State Environmental Authorities when necessary.

- Facilities Operations/Engineering

Provide building information.

Mitigate facility and grounds damages - restore to functional level.

Assist University Security with creating a safety perimeter at the emergency site.

(See Appendix D,E,I,J)

- Food Services

Provide food for students, faculty, staff who either reside on campus or are sheltered-in-place on campus.

Coordinate dining services for dislocated personnel and emergency workers.

(See Appendix G)

- Fordham University Emergency Medical Services

Treat immediate injuries.

Establish and follow protocols in multi-injury situations.

Report all activity immediately to EOC.

- Human Resources

Assign administrators with employees who are victims.

Liaise with employees families.

- Procurement Office

Create temporary identification/access credentials as requested.

- Marketing and Communications

Coordinate Media activities both external and internal.

Provide a university spokesperson (if necessary).

(See Appendix H )

- Student Affairs

Coordinate housing operations, including temporary shelter for residents and/or commuters.

Keep list of students/locations.

Provide for shelter, food, communicate with families.

Monitor students (residents/commuters). Coordinate student notification and response.

Liaise with parents.

Provide housing for parents/family of victims needing to come to campus.

Work with telecommunications to open a student phone bank to contact families.

Student Activities coordinate with Residence Life Offices to assist commuter students with food, shelter, and communications needs.

(See Appendix B)

- Student Health Services

Provide medical support and follow-up.

Provide medical treatment and/or direct EMS transport to acute care facility.

Provide trauma support.

Coordinate with EMS.

Work with CDC or local Department of Health regarding the crisis.

- Telecommunications

Coordinate temporary telephone, fax and computer hook-ups.

Provide broadcast capability for phone mail and/or email.

Arrange phone bank for necessary student call-outs to families.

Coordinate pager and radio support.

- Safety & Security

Investigate incident/identify individuals involved.

Manage emergency event.

Open /operate EOC at affected campus or all campuses, if required.

Coordinate emergency with EMC and EMT throughout the entire event.

Coordinate emergency with local law enforcement/emergency responders.

Carry out law enforcement, crowd control, site security, evacuation and traffic control.

Provide mobile communications.

#### **D. Emergency Operations Center (EOC)**

In cases of general widespread emergencies (Levels 2 thru 5), the AVP for Safety and Security will direct the activation of the Emergency Operations Center (EOC) which will serve as the workspace for the **EMT**. The EOC for each campus is as follows:

- Rose Hill – Thebaud Hall Annex Safety/Security Building;  
Phone (718) 817-2222  
Fax: (718) 817-4072
- Lincoln Center – McMahan Hall, Security/Residential Life Offices;  
Phone (212) 636-7111/7100  
Fax (212) 636-7810
- 400 Westchester Avenue, West Harrison, NY/1<sup>st</sup> Floor Conference Room;  
Phone 914 367-3001-3333  
Fax 914 367-3003

The EOC, regardless of location, shall have easy access to:

- Emergency power;
- Multiple campus phone lines;
- Radio access for all campus and local municipal frequencies;
- Multiple campus computer network connections;
- Large-scale campus map;
- Phone or electronic communication;
- Designated FAX machine;
- Internet Access;
- Emergency portable radios;
- Televisions with VHS/DVD;
- Battery powered radio;
- Updated list of students with contact information.

#### **E. Emergency Communications**

Whenever the EOC at a particular campus is activated, communications to and from the EOC should be by telephone for as long as they are available. If telephone service is interrupted, then communications with the EOC should be by portable radio. There are emergency radios available in the security office at each campus.

If it becomes necessary to make campus/university wide announcements, the Fordham University Emergency Alert System will be used. Instructions for accessing the Emergency Alert System are available at each EOC. Emergency announcements will ordinarily come from Security with input from Marketing and Communications to ensure that the University speaks with one voice.

The blue light phones, public address system and emergency radios are tested monthly by a Security Supervisor and the Emergency Alert System is tested periodically by Marketing and Communications.

## II. Response Framework

### A. Level 1 Emergency Response

A Level 1 emergency is an unusual event that involves Security and/or other departments within the University. It is more than an individual crime, vehicular accident, aided case or facility issue that can be resolved by ordinary responding units. A Level 1 emergency does not require the automatic convening of the campus Emergency Management Team. It does, however, require notification to the affected Vice President, Dean or Director and immediate notification to the Security Supervisor on duty. The Security Supervisor will alert the AVP for Safety and Security, the AVP for Safety and Security will alert the University OIC, and the University OIC will alert the President regarding the unusual event. Some examples of Level 1 incidents include:

- Accidents with minor injury involving Fordham University vehicles;
- Bias incidents;
- Bomb scares;
- Suspicious packages.

#### Security Supervisor

- Respond to scene, direct activity there, coordinate and work closely with police responders.
- Request resources needed to stabilize: EMS, Police ESU, additional security personnel, Student Affairs, additional vehicles.
- Immediately notify AVP for Safety and Security, who when notified, will notify the University OIC.
- Attempt to determine cause/reason through preliminary investigation/record all information.
- Secure area involved; identify persons involved in affected area.
- Evacuate, if necessary, or search area with police personnel discontinuing 30 minutes prior to any threatened explosion time when the building is unoccupied or evacuated.
- Use stairways instead of elevators.
- Do not resume search until one hour after threatened explosion time.
- **DO NOT USE PORTABLE RADIOS WHEN SEARCHING FOR AN EXPLOSIVE DEVICE.**

#### AVP for Safety and Security

- Request and notify Area VPs/Deans/Directors/Area officers/Area personnel needed to address the Level 1 emergency event and coordinate with those administrators.

### Student Affairs

- Assist accident or bias victims, contacting families, responding to hospital Emergency Rooms or other designated locations and keeping security informed during this effort.
- Contact parents of victims, working through Security with police.
- Work closely with Campus Ministry to host family members of victims who need to come to campus.

### Campus Ministry

- Work closely with Student Affairs to address with the community causes and affects of bias incidents.

### Facilities Engineering

- Provide building floor plans, if required.

### Facilities Operations

- Provide assistance as needed.

### University OIC

- Will keep the President informed until the conclusion of the Level 1 event.

## **B. Level 2 Emergency Response**

A Level 2 emergency is a more serious incident that can be addressed using University resources with limited outside help. A Level 2 incident is usually a one-dimensional event that has a limited duration and impact on the campus community, particularly those using the space/building in which it occurs. The specific departments involved within the EMT will be contacted by campus security and directed to report to the EOC as soon as possible. The situation will be discussed at the EOC and a response strategy formulated. Some examples of Level 2 incidents are:

- Campus demonstrations;
- Fire confined to an area;
- Small hazardous material spill or release;
- Buildings without electricity, heat or water;
- Major building flooding;
- Elevator accident;
- Fallen debris.

### Security Supervisor

- Respond to scene, direct activity and coordinate with emergency responders including utility responders, where appropriate.
- Immediately notify the Fire Department, if required, boiler room, custodial services and facilities operations, and contact AVP for Safety and Security by text or phone.
- Campus demonstrator's civil rights will be protected at any demonstration site. However, demonstrators will be disallowed from blocking sidewalks, streets, access points, building entrances/exits. Security will meet with demonstration leaders and work toward a peaceful event. Student Affairs Deans will be consulted and will advise student leaders accordingly.
- For a minor hazmat spill/release indoors, security will evacuate room in which material is located. If outdoors, security will establish a 200 ft. minimum frozen area. If there is a truck involved, the frozen area will be extended to 300 ft. minimum radius. Exclude all pedestrian and vehicular traffic from the frozen area. Only persons properly trained in Hazmat may enter. Maintain frozen area until material is removed, neutralized, and declared safe. Confer with EHS Officer for guidance and vendor referral when appropriate. Confer with Director of Custodial Services relative to cleanup of rendered safe material and for reports of flooding cleanup conditions.

### AVP for Safety and Security

- Contact the University OIC, who will notify the President.
- Contact or direct contact to be made with Director of Facilities and Custodial at the involved campus.
- Contact Director of Residential Life at the involved campus.
- Contact Marketing and Communications.
- Set up EOC at involved campus after conferral with the University OIC.

- Keep community informed regarding loss of heat, electric, water and hazmat or fire. Give clear information, directions and when services will return to normal if known.
- Ensure that all areas department heads continually report activities to EOC during the event.

#### Student Affairs

- Work with Security to provide temporary shelter for students particularly affected by fire, flooding, hazardous material, or loss of power.

#### Campus Ministry

- Provide ministry of presence and counsel to those affected.
- Offer prayer, worship and sacramental opportunities as needed.
- Collaborate with the EOC and EMT as needed.

#### Facilities Operations

- Use both staff and outside contractors/vendors including utility companies to restore power, heat, gas, or water to particular buildings and restore occupancy ability by correcting fire, flooding, and/or hazardous material conditions.

#### Marketing and Communications

- Develop statements for internal and external communications regarding the event.

#### University OIC

- Notify the President keeping him informed until determination is made that normal conditions are returned to campus.

### C. Level 3 Emergency Response

Level 3 emergencies are very serious incidents that concern people, rather than buildings or property. The University OIC will direct that specific campus EMT members be contacted by campus security and directed to report to the EOC as soon as possible. The situation will be discussed at the EOC and a response strategy formulated. Some examples of level 3 incidents are:

- Bias incidents related to major crimes;
- Confirmed missing student(s);
- Roving bands/civil disturbance;
- Violent felonies to student, faculty or staff;
- Weapon related violence on campus;
- Workplace violence pattern;
- Active Shooter/campus shooting;
- Lockdown/Lockout;
- Hostages/Barricaded Person;
- Health Safety Emergency;
- Death, suicide, rape or serious injury of student, faculty or staff.

#### Security Supervisor

- Respond to scene, assess needs, notify police/detectives. Notify EMS for victim(s) and direct activities at the scene.
- Notify the AVP for Safety and Security immediately who will contact the University OIC.
- Immediately notify Director of Health Services in communicable disease cases.
- Secure crime scene if on University property. Do not disrupt evidence found at scene.
- Detain witnesses, suspects and coordinate information with responding police/detectives.
- Initiate immediate search for students missing from campus residence (roof to basement).
- Follow the documented Security procedures for Missing / Students or Violent Felonies (Appendix N).
- Limit contact by University personnel to communicable disease patient to avoid unnecessary exposure.
- In hostage/barricaded person's situations, immediately call 911 and request Police Department, ESU and Hostage team response. Attempt to confine/isolate subject pending police arrival. Evacuate everyone possible to beyond outer perimeter. Setup outer perimeter sufficiently removed from actual scene to ensure safety of all. Police will set up inner perimeter and control access thereto.
- In large fights or roving bands on campus, attempt to isolate and identify any leaders. Police should be immediately called to prevent further injury and reduce damage when numbers indicate inability to properly control.

#### AVP for Safety and Security

- Contact the University Officer in Charge who will notify the President.
- Set up EOC at involved campus after conferral with the University Officer in Charge.
- Notify Student Affairs/Residential Life/Student Services/Public Affairs/Campus Ministry/Academic Affairs/Custodial (if required)/Affirmative Action - E.E.O. or Human Resources Executive Director (for workplace violence) to meet at the EOC at the involved campus for conferral.

#### University Officer in Charge

- Contact the President and keep him continually updated.

#### Student Affairs

- Follow Student Affairs protocols for death, serious injury, rapes, sexual assaults, sex abuse including assignment of Residential Life administrators with victims, counseling, contacts with family, friends, other students negatively impacted. See Appendix B.
- Assist security to identify students leaders in large fights or roving bands
- Arrange temporary housing for students and or their family as required.

#### Campus Ministry

- Work closely with Student Affairs administrators to provide critical support as needed.
- Provide prayer and counsel, appropriate liturgical services, and sacraments as needed.
- Accompany university officials when notifying next-of-kin of death, rape, or serious injury.

## **D. Level 4 Emergency Response**

A Level 4 emergency is a very serious situation that impacts a sizable portion of the campus and/or outside community. Level 4 emergencies may be single or multi-hazard situations and often require considerable coordination both within and outside the University. Level 4 emergencies also include imminent events on campus or in the general community that may develop into a major University crisis or a full disaster. In these situations, the EOC will be opened / staffed by EMT members. The nature of the incident may require more than one campus EOC be staffed. The University Emergency Management Council and EMT must be involved. Some examples of Level 4 incidents are:

- Confirmed explosive devices or suspicious packages;
- Extended power outage;
- Extensive hazardous material spill or release;
- Explosion/fire;
- Radiological incident;
- Riot – sporting event;
- Severe weather condition (e.g. Hurricane/Tornadoes).

### Security Supervisor

- University security shall immediately notify 911 and restrict access to the building(s) or area of the campus affected by the incident.
- Supervisor will immediately notify AVP for Safety and Security, who will notify the University OIC.
- Ensure all relevant emergency agencies and utilities are notified.
- Restrict oncoming campus traffic to emergencies responders.
- In a hazardous spill/radiological release contain potentially contaminated individuals who must be isolated for treatment.
- In all cases security personnel will detain witnesses to the event for responding police.
- In fires follow the “Hi-Rise” Plan: evacuate the fire floor and the one above it, descend to two floors below the fire floor.
- Security/ Residential Life Staff/ Fire Warden should feel doors with the back of the hand before opening them.
- Elevators should not be used to leave the area.
- Evacuation procedures will be engaged as required.
- Security will keep everyone at least 1000 feet from the explosive device.
- Chose an area upwind to avoid contamination.

### AVP for Safety and Security

- The AVP for Safety and Security will notify the University OIC and establish the Emergency Operation Center (EOC) on the affected campus and EMT members will carry out their emergency plans and procedures.
- Each area head shall come to the EOC to pick up a two- way radio in order to maintain constant communication with the EOC.
- The Security Supervisor/ AVP for Safety and Security will work closely with local emergency response agencies. Notify Facilities Operations/Watch Mechanic and provide them with an assessment of the problem and determine an approximate time for resumption of normal services.

### Marketing and Communications

- The AVP for Marketing and Communications will report to or send a representative to the EOC. The Crisis Communication guidelines will be implemented.

### Student Affairs

- Student affairs will work closely with Security to evacuate any residence hall involved, if needed.
- Student Affairs will assist students in coping with any trauma, and ensure medical support and follow-up is provided.
- They will coordinate housing operations, including temporary shelters for students, keeping lists of students/locations.
- They will provide all necessary assistance to students, coordinate student notification and response, and liaise with parents.

### Campus Ministry

- Provide “ministry of presence” and counsel to those affected.
- Offer opportunities for prayer, worship, and sacraments as needed.
- Collaborate with the EOC and EMT as required.

### Facilities/Engineering

- Facilities Operations/Engineering will provide building information, mitigate facility and grounds damages, and assist University Security with creating a safety perimeter at the emergency site.
- Facilities will help provide a temporary shelter site if needed.
- Facilities Operations and custodial personnel will work to clean and maintain campus pedestrian and vehicular areas in storms/blizzards.

### University OIC

- Contact the President and keep him continually updated.

## **E. Level 5 Emergency Response**

A Level 5 emergency includes a catastrophic emergency event involving the entire campus and surrounding community. Immediate resolution of the disaster, which is usually multi-hazard, is beyond the emergency response capabilities of campus and local resources. In these situations, each EOC is opened and staffed, and the University Emergency Management Council and EMT must be involved. Some examples of level 5 incidents are:

- Aircraft crash on campus;
- Earthquakes;
- Structural collapse;
- Terrorism.

### Security Supervisor

- Immediately notify 911 for emergency responders to assist victims.
- Supervisor will immediately notify AVP for Safety and Security, who will notify the University OIC.
- University security shall set up perimeter to protect community and safeguard scene/evidence.
- Detain witnesses, and assist all involved with related needs.
- Restrict access to the campus affected by the incident.
- Evacuation to safe distances and/or shelter-in-place procedures will be engaged as needed.

### AVP for Safety and Security

- Direct opening of then EOC on the effected campus(es).
- The Emergency Management Council and EMT members will carry out their emergency plans and procedures.
- Each area shall send a representative to the EOC to pick up a two-way radio in order to maintain constant communication with the EOC.
- The AVP for Safety and Security will maintain contact with all appropriate Federal, State and local emergency responders.

### University OIC

- The University OIC will notify the President and keep him aware of current status of events.

### Marketing and Communications

- The AVP for Marketing and Communications or designee will report to the EOC. The Crisis Communication guidelines will be implemented.

### Student Affairs

- Student Affairs will assist students in coping with any trauma, and ensure medical support and follow-up is provided.
- They will coordinate housing operations, including temporary shelters for residence students, keeping lists of students/locations.
- They will provide all necessary assistance to commuter students, coordinate student notification and response, and liaise with parents.

### Campus Ministry

- Provide “ministry of presence” and counsel to those directly affected.
- Offer opportunities for common prayer and worship, and also sacraments, as and when needed.
- Collaborate with the EOC and EMT as requested.

### Facilities/Engineering

- Facilities Operations/Engineering will provide building information, mitigate facility and grounds damages, and assist University Security with creating a safety perimeter at the emergency site.

## **Emergency Response to the Death of a Fordham Student**

1. Upon becoming aware of the death of any student, all faculty and/or staff will immediately notify the Security Supervisor. When Security is notified of a student's death, the Security desk will immediately transfer the call to the Security Supervisor (reachable by radio if not in the office). The Desk and/or Supervisor will obtain as much information as possible.

- Name(s) of deceased
- Location of death
- Circumstances which caused death (if known)
- Police jurisdiction, including telephone number of investigating officials
- Name, location and telephone number of the hospital where the deceased has been taken.
- Name of person reporting and telephone number at which they can be reached

2. The Security Supervisor will immediately contact the AVP for Safety and Security, who will then notify the University OIC, who will notify the President. Additionally, the AVP for Safety and Security will immediately notify or direct notification to:

- VP for Student Affairs
- Dean of Students at respective campus
- Dean of Student Services
- Director of Residential Life at respective campus
- Director of Student Activities at respective campus
- AVP for Marketing and Communications
- VP for Mission and Ministry
- Director of Campus Ministry

3. The AVP for Safety and Security will coordinate any death on Fordham campuses with local police as follows: Respond to scene. Safeguard scene/evidence until police arrive. Interview any witnesses. Hold any offender for responding police officers. Request witnesses to await arrival of police personnel. Obtain all facts (when, where, who, what, how, why.) Prepare incident report with all available information. Provide police with temporary on campus headquarters, if required. Work closely with patrol/detective personnel responding to death.

4. The Security Supervisor will ensure the EOC is opened on the respective campus or at Rose Hill if appropriate. He/she will ensure that, in addition to the aforementioned immediate notifications, the Dean of the College the student attended and the VP for Academic Affairs are notified.

5. Notification to parents/family of the death will be:

- Coordinated by University with police responders.
- Done in person in every case.
- Coordinated by local police in person at distant residence locations.
- University contact with parents/family will not occur without coordination with official notifications in possible criminal cases.

- Made by VP for Student Affairs/Dean of Students and Director of Campus Ministry without delay and coordinated with police responders within reasonable distances.
  - Security will assist in any notification as deemed necessary.
6. The University statement on the death will be drafted by the AVP for Marketing and Communications. Added information regarding funeral and viewing will be distributed through Campus Ministry, if not within the official statement. The official statement will be reviewed / approved by the University OIC and the VP for Student Affairs and/or the President.
7. The VP for Student Affairs/Dean of Students will:
- Provide housing for overnight stays for students' family as requested.
  - Assist family with related needs.
  - Provide counseling/support to assist the University Community members to address the loss and with particular attention to friends of the student experiencing grief. Campus Ministry and Counseling will play a major role along with other Student Affairs professional staff.
8. Campus Ministry will coordinate with internal and external parties involved for the University's role in viewings, funeral, memorial services and will provide counsel as needed.
9. The VP for Student Affairs and/or the respective Dean of Students will direct the Director of Residential Life to coordinate removing personal belongings from dorm rooms and will work with the VP for Finance to review tuition and fees that may be refunded.
10. Any special recognition deemed appropriate for the deceased student will be documented and submitted by the VP for Student Affairs to the President's Office for determination.

## **Emergency Response to the Death of a Fordham Administrator/Faculty /Staff Member**

1. When Security is notified of a death, the Security desk will immediately transfer the call to the Security Supervisor (reachable by radio if not in the office). The Desk and/or Supervisor will obtain as much information as possible.

- Name(s) of deceased
- Location of death
- Circumstances which caused death (if known)
- Police jurisdiction, including telephone number of investigating officials
- Name, location and telephone number of the hospital where the deceased has been taken.
- Name of person reporting and telephone number at which they can be reached

2. The Security Supervisor will immediately contact the AVP for Safety and Security, who will then notify the University OIC, who will notify the President. Additionally, the AVP for Safety and Security will immediately notify or direct notification to:

- VP for Academic Affairs and Dean for any faculty member
- Area VP and Executive Director of Human Resources for any administrator/staff member
- AVP for Marketing and Communications in all cases
- VP for Mission and Ministry in all cases
- Director of Campus Ministry in all cases

3. The AVP for Safety and Security will coordinate any death on Fordham campuses with local police as follows: Respond to scene. Safeguard scene/evidence until police arrive. Interview any witnesses. Hold any offender for responding police officers. Request any witnesses to await arrival of police personnel. Obtain all facts (when, where, who, what, how, why.) Prepare incident report with all available information. Provide police with temporary on campus headquarters, if required. Work closely with patrol/detective personnel responding to death.

4. The Security Supervisor will ensure the EOC is opened on the respective campus or at Rose Hill if appropriate.

5. Notification to family of the death will be:

- Coordinated by University with police responders.
- Done in person in every case.
- Coordinated by local police in person at distant residence locations.
- University contact with family will not occur without coordination with official notifications in possible criminal cases.

- Made by University officials without delay, coordinated with police responders within reasonable distances as follows:  
Faculty – The VP for Academic Affairs / AVP for Campus Ministry.  
Administrator / Staff – Area VP of victim, Director of Campus Ministry, Executive Director of Human Resources.
- Security will assist in any notification as deemed necessary.

6. The University statement on the death will be drafted by the AVP for Marketing and Communications. Added information regarding funeral and viewing will be distributed through Campus Ministry, if not within the official statement. The official statement will be reviewed / approved by the University OIC and/or the President.

7. Campus Ministry will coordinate with internal and external parties involved for the University's role in viewings, funeral, and memorial services and will provide counsel as needed.

8. The Area VP will coordinate removing personal belongings from offices.

9. Any special recognition deemed appropriate for the deceased will be documented and submitted by the Area VP to the President's Office for determination.