

IFCN- Investment Fund for Core Needs - Entry #71 2018-2019

PROPOSAL SUMMARY

Title: Emergency Preparedness and Procedures Guide Project

Project Lead Name: Fred Rion

Project Lead eMail Address: frion@brockport.edu

Project Lead Department: University Police / Emergency Management

Project Lead School/Division: Enrollment Management and Student Affairs

Total Amount Requested: \$3,500.00

Name of Sponsor 1: Katy Wilson

Name of Sponsor 2: Lou Spiro

A. PROPOSAL DESCRIPTION & IMPACT

A-1. Description of the Initiative.

The purpose of this project is to increase emergency & personal preparedness skills, increase awareness related to what to do in the event of an emergency on campus, and provide safety information to students, faculty and staff at the College at Brockport. This initiative will see the development of an Emergency Preparedness & Procedures Guideline that will have information and instructions for individuals prompting them what to do should an emergency arise in their location. Other information such as important phone numbers will also be provided in these guides. These guides will be developed based upon hazards and threats the College Community is at risk of and will be posted/hung in classrooms throughout the campus, common areas in academic buildings, and classrooms at offsite locations (MetroCenter, REOC). Examples of information and/or instructions that will be in the guides include an "Emergency Numbers" section, procedures related to events such as a "Fire on campus", "What to do in the case of a bomb threat", "What to do if a suspicious package is found", etc. The messaging in these guides will be consistent with messaging used for the College's mass notification system, RAVE (to ensure message consistency), as well as procedures that Emergency Management and University Police have in place to address events. Additionally, the guide will be made available as a printable PDF on the College's Emergency Management website. Printable formats will be large format or in a smaller pocket guide version. The Guide will also be converted into a braille document and copies will be provided to the College's Office for Students with Disabilities for distribution to students, faculty or staff with visual impairments on an as needed basis. Finally, this project will coincide with a recent resolution adopted by the College at Brockport Senate that will require faculty to include in their class syllabus the following statement, "In case of emergency, the Emergency Alert System at The College Brockport at will be activated. Students are encouraged to maintain updated contact information using the link on the College's Emergency Information website, <https://www.brockport.edu/support/emergency>. Included on the website is detailed information about the College's emergency operations plan, classroom emergency preparedness, evacuation procedures,

emergency numbers, and safety videos. In addition, students are encouraged to familiarize themselves with the Emergency Procedures posted in classrooms, halls, and buildings and all college facilities.”

A-2. Impact Statement: What change will this project deliver in the short term? What are the expected longer-term impacts?

The project will have significant short and long-term impacts. At present, there are no documents, guides, or any information posted on campus related to emergency preparedness or actions individuals should take if an event were to take place (emergency exit routes are identified). Preparedness training for students, faculty and staff is on the rise, but is not mandated. Therefore, in the short-term, these guides will fill an identified gap by providing “just in time” training and supplemental emergency information to those who do not take advantage of trainings offered on campus.

Longer-term impacts will be significant as well. This preparedness “tool” will become part of the learning environment on campus and will contribute to the Emergency Management goal of creating a culture of preparedness for our College Community. Additionally, since these guides will be hung and placed in high traffic areas and classrooms, they will serve as a sign to visitors, guests and prospective students (and their families) that the College at Brockport considers emergency preparedness and campus safety important factors for our students who live here and our faculty and staff who work here.

Finally, by making this preparedness tool available in hard copy, as well as electronically (and braille) – it provides an ongoing training and educational mechanism that students, faculty and staff can continuously utilize (in concert with emergency preparedness trainings and educational offerings on campus) to increase their level of preparedness in order to be more prepared for events that may happen on campus (or in their personal lives).

B. STRATEGIC ALIGNMENT

B-1. Outline the ways in which the proposed investment will contribute to the College Strategic Plan Goals, and if appropriate, their Measures of Success.

This proposed investment project contributes to all of the identified goals within the College’s Strategic Plan. It contributes to Goal #1: To be a Great College at which to Learn, by providing students, faculty and staff a resource in order to be better prepared to address and react to unforeseen events that may occur on campus. The feeling that one gains from being confident that they know what to do in an event contributes to conditions that support a positive learning environment. In relation to Goal #2 – To be a College Engaged with its Community; this investment project will support the concepts of civic responsibility to our College Campus and guests to the College through provision of a tool that will assist in creating a safer and more informed public. The project also demonstrates our commitment to leadership as it relates to the safety of our students, faculty, families, staff and visitors to our Campus. In relation to Goal #3 – To be a Sustainable Institution for the 21st Century, it specifically relates to “environmental sustainability requires a focus on the health and safety of the environment of our campuses as well as the quality of place and accessibility”. These guides will enhance the concept of “quality of place” as we are taking steps to increase preparedness and safety on campus. Finally, in relation to Goal #4 – To be a Great College at which to Work; this proposed investment will contribute to this goal as well. As the plan outlines, “a great college at which to work has a healthy campus climate and a culture of excellence where its employees have pride, enjoy working, and have trust in the institution and each other”. Additionally the plan outlines that “resilience and efficiency are hallmarks

of such a college” and that “its faculty and staff are its most important assets”. This project heightens each of these areas as it directly contributes to increasing preparedness for all of our College Community through the provision of this preparedness tool.

C. SUSTAINABILITY

C-1. How will this initiative become self-sustaining beyond the initial funding period? This investment will have a one-time initial cost, to develop the emergency preparedness guide (in all of its formats). The guide will be developed and constructed in a manner that if edits are required in the future, there will not be a significant cost to make a change. Pages will be able to be withdrawn and replacement pages inserted and edits can easily be made to the online version. For the braille version of the document, those versions can be updated as well for a cost of no more than the cost of a piece of paper. However, as easy as edits to the guide may be – it is unlikely that there will be a need to make many changes to the document in the future. Telephone numbers listed and actions individuals are directed to take have been static factors for many years. There is no reason to believe that these things will change significantly moving forward, however if they do – costs will be minimal at best. No information will be placed within the guides (such as individual names or positions within the College) that have a higher rate of change – minimizing the need for edits.

D. IMPLEMENTATION PLAN

D-1. Identify the specific activities to be funded from the Investment Fund. Provide an estimated timeline for implementation and for activities anticipated to be ongoing. Specific activities to be funded include the following:

- Develop the Emergency Preparedness Guide content (utilizing existing information and resources)
- Develop the structure and format of the Emergency Preparedness Guide (hard copy and online versions) with staff from The College at Brockport Office of Communications
- Work with the Association for the Blind and Visually Impaired to convert the Emergency Preparedness Guide into braille format
- Work with staff from The College at Brockport Facilities Department to identify locations for Guide to be hung and assist in the distribution

This timeline is based upon a projection of funds being available July 1, 2018.

Mid July 2018 – Project kickoff meeting with Emergency Management, Facilities, College, Environmental Health & Safety, University Police, and Communications Staff. Several topics will be discussed including the development of a work schedule relating to the writing and formatting of the guide (hard copy and online versions), timeline for completion and process for placing the Guides throughout academic building locations.

August 2018 through October 2018: Development of the Guide (hard copy and online versions and the conversion to braille).

November 2018 – January 2019: Placing the Guides throughout the identified academic building locations.

E. CONSULTATION

E-1. For requests involving technology. Has the Chief Information Officer (Bob Cushman or his designee) reviewed this proposal and verified potential costs as it relates to technology: Not Applicable

E-2. For requests involving facilities. Has the Director of Facilities & Planning (John Osowski or his designee) reviewed this proposal and verified potential costs as it relates to facilities:

E-3. The Project Lead has confirmed other required resources with the appropriate supervisor: Not Applicable

F. BUDGET & OTHER FUNDING SOURCES

F-1. Itemized Budget (Excel format ONLY): [On file]

F-2. Total Amount Requested: \$3,500.00

F-3. This proposal includes: Not applicable.

F-4. Other funding sources* for this proposal? Not applicable.

F-5. Is the success of the project contingent on receipt of funds from any additional funding source(s) No

G. ASSESSMENT PLAN

G-1. How will you assess/measure the effectiveness of this initiative? Provide anticipated outcomes and specific measurements for success.

The main goal of this project is to make the College Community safer and better prepared to respond to an emergency should one arise. These Guides (all formats) will compliment ongoing efforts of Emergency Management, Environmental Health and Safety, and University Police in their ongoing efforts to train and equip students, faculty and staff with the tools they need to keep themselves safe should an event arises on campus where they need to take action.

The assessment process for the program will be long term. The hope is there will not be any significant event on campus that would warrant the use of the guides. However, making them available to the College Community and incorporating their value, locations, and how to use them during preparedness educational sessions on campus will alert the Community to their value. One form of assessment will be to track the number of individuals (faculty, students, and staff) trained and within the training incorporate education regarding the guides. This will allow us to track the number of individuals who have been made aware of the guides and their intended use.

As another measurement of effectiveness, Emergency Management will work with BSG and Personal Safety Committee to develop a survey instrument that can be administered to students, faculty, and staff as to their increased level of awareness, safety and security on campus following the initiation of the Emergency Preparedness Guide program. Results can be used to improve future processes and safety campaigns for the College Community.

H. ADDITIONAL INFORMATION

H-1. Please provide any additional information to assist in the review of the proposal, including why the initiative cannot be funded from divisional resources.

This proposal is a great example of multiple departments throughout the College Community working together, developing guidelines, communicating best practices – all to make the college a better and safer place. This project is yet another positive step in the direction the College has taken in relation to Emergency Management and creating a culture of community and personal preparedness on campus. In regards to why the initiative cannot be funded from divisional resources, at present the Emergency Management program does not have a “program specific budget”. This particular project is new. It is filling an identified gap related to preparedness information available in the academic buildings. It also corresponds with the recently adopted resolution by the College Senate supporting the addition of an emergency preparedness statement to be included in all faculty syllabi.

Upload up to three supplemental files here (not required): [On file]

Signature of Project Lead: [on file]

Project Lead Email: frion@brockport.edu

Signatures of sponsors are on file in the Administration and Finance Division.