

## **Emergency response plan summary**

The purpose of the Houghton College Emergency Preparedness Plan is to identify and establish teams that will be prepared to mobilize and manage the necessary tasks in the event of an emergency or threat to Houghton College or its constituents on campus. Also included are guidelines for handling emergencies with our constituents in Off Campus Programs run by Houghton College.

The full plan is available to all Faculty Staff on the shared network and available to students upon request.

This plan outlines actions that are to be taken by various emergency teams as well as guidelines and expectations for the entire campus. In addition to specific steps to follow in an emergency situation, there will be guidelines for recovery after an emergency has passed. It also outlines agreements and expectations with outside agencies who would likely respond in an emergency. Those agencies include New York State Police, Sheriff Dept., Fire Dept., County Emergency services, and American Red Cross.

The primary objective of these guidelines is to prevent loss of life or injury whenever possible, and to care for the health and well-being of the college community. Secondary objectives include:

- minimize loss of personal or college property
- maintain order and the authority structure on campus
- restoration of essential services
- recovery with Houghton College able to continue to fulfill its mission
- communicate with affected stakeholders (parents, area authorities, students off campus, media, etc.)

Since the succession of events in an emergency cannot be predicted, this plan is intended as a guideline to follow in the event of an emergency. It is understood that the plan will likely require modification by the Emergency Management Team (EMT) as they progress through an emergency situation.

Suggested changes to the plan in non-emergency settings should be submitted to the Director of Safety and Security (DSS) in writing. The DSS will consult with the VP for Student Life. Recommended changes will be reviewed by the Emergency Preparedness Task Force (EPT) before they become part of the plan.