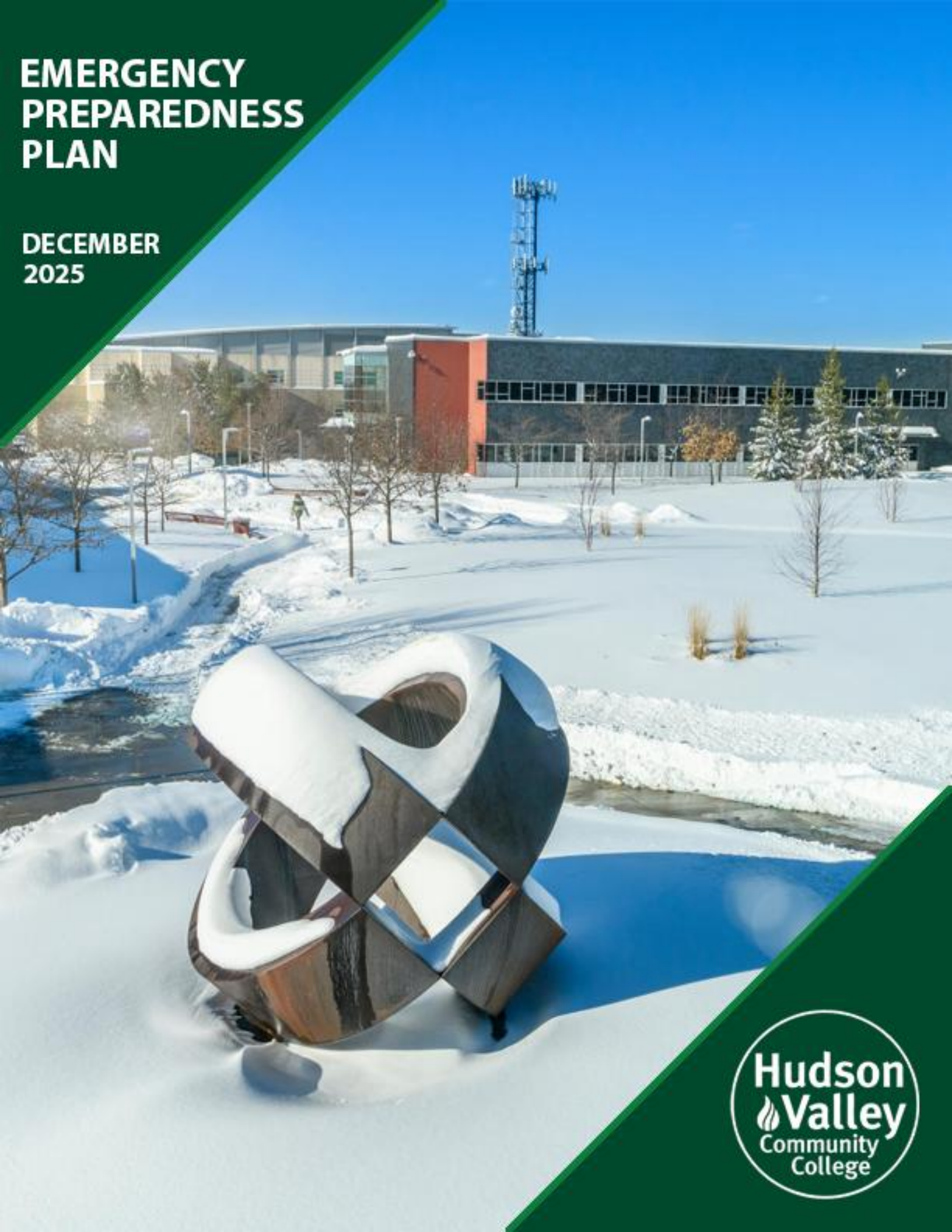


# EMERGENCY PREPAREDNESS PLAN

DECEMBER  
2025



## **Signatory Page**

*Hudson Valley Community College's mission is to provide transformative, student-centered and high-quality educational opportunities that address the diverse needs of local and global communities. Hudson Valley Community College's Emergency Management Program supports Hudson Valley Community College in accomplishing this mission. This Emergency Management Program is outlined within this Emergency Preparedness Plan (EPP); it provides planning and guidance for implementing Hudson Valley Community College's Emergency Plans.*

*The EPP has been developed in accordance with:*

- *New York State Constitution*
- *New York State Executive Law, Article 2B (Disaster Preparedness Commission)*
- *New York State Executive Order #26 of 1996, #26.1 of 2006, and #26.2 of 2022 as amended (New York State Adoption of the Incident Command System)*
- *New York State Mental Hygiene Law*
- *New York State Defense Emergency Act (4/12/51), as amended*
- *Various federal regulations including:*
  - *29 CFR 1910.38; Emergency Action Plans*
  - *29 CFR 1910.39; Fire Prevention Plans*
  - *National Continuity Policy*
  - *National Security Presidential Directive 51*
  - *Homeland Security Presidential Directive 20*
  - *Federal Continuity Directive 1*
  - *Continuity Circular 1*

*The EPP represents the approach that Hudson Valley Community College shall utilize to prepare for a crisis and supersedes all previous versions of Campus Emergency Plans. This plan shall be maintained with oversight by the College's Security and Campus Safety Department.*

*This plan is effective **JANUARY 1, 2026.***

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***Michael Brophy, Ph.D., MFA***  
*President*  
*Hudson Valley Community College*

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# Executive Summary

## **1. Purpose of the Emergency Preparedness Plan (EPP)**

### Purpose

- Hudson Valley Community College is committed to protecting the safety and welfare of its community and property by minimizing the impact of natural and human caused emergencies. Hudson Valley Community Colleges is committed to Preparation of the public for these emergencies. This Emergency Preparedness Plan's purpose is to provide a structure for guidelines and preparedness to emergency events.

### Organizational Structure

- Hudson Valley Community College has two campuses, four extension centers and one Capital District Educational Opportunity Centers (EOC) apart from the main campus.
  - Main Campus
    - Hudson Valley Community College's 136-acre main campus.
    - 80 Vandenburg Avenue, Troy, NY 12180
  - 400 Jordan Road
    - Located in the Rensselaer Technology Park, this location is home to the Cardiorespiratory and Emergency Medicine Department and classrooms for some non-credit courses
    - 400 Jordan Road, Troy, NY 12180
  - Aeronautical Technical Institute / HVCC West
    - The Aeronautical Technical Institute (ATI), also referred to as HVCC West, is located at the Albany International Airport and offers high quality aviation maintenance education that allows students to complete FAA mechanic certifications. Other credit-bearing and non-credit classes are also offered at this location.
    - 6 Jetway Drive, Albany, NY 12211
  - HVCC North
    - HVCC North, in Malta is home to TEC-SMART and the STEM Education Center, HVCC's alternate campus, HVCC North offers credit and non-credit courses and workforce training programs in the highly specialized and growing fields of healthcare, STEM and skilled trades.
    - 345 Hermes Road, Malta, NY 12020
  - HVCC South
    - Hudson Valley Community College offers credit-bearing and non-credit classes at this location. The Capital District Educational Opportunity Center also offers courses, services and events at this location.
    - 20 Warren Street, Albany, NY 12202
  - Troy Capital District Educational Opportunity Center.

- The EOC is a division of Hudson Valley Community College that provides comprehensive, community-based academic and workforce development programs and support services to eligible adult learners at no cost.
- Faculty and Staff
  - Hudson Valley Community College currently employs approximately 950 faculty and staff, with a majority of the employees responsible for Hudson Valley Community College locations, and the others responsible for Educational Opportunity Center locations.
- Students
  - Hudson Valley Community College currently has a Student Headcount averaging around 10,000 students. Within this headcount, the college has around 700 disabled students.
    - Residency Data for current students
      - Capital District: 87%
      - New York State: 10%
      - Out of State: 2%
      - International: 1%

## 2. Decision-Makers

- a. This Emergency Preparedness Plan encompasses the roles and responsibilities of key personnel within the college to allow an effective response to emergency situations. This plan mainly targets personnel in decision-making roles that are involved in the college's Incident Management Team (IMT) or the Executive Council (EC).
- b. This plan will be implemented on January 1<sup>st</sup>, 2026 with approval from the President of the College. And will adhere to the related SUNY policies on Emergency Preparedness Plans.

# Emergency Roles

## 1. Incident Management Team (IMT)

- a. There are designated individuals responsible for overseeing this plan's implementation. They are a part of HVCC's IMT. This team includes non-executive FEMA trained individuals from differing departments throughout the college. This team is responsible for directing the response, following the Incident Command System.
  - i. Director of Public Safety
  - ii. Assistant Director of Public Safety
  - iii. Director of Environmental Health and Safety
  - iv. Director of Facilities
  - v. Associate Director of Facilities
  - vi. Chief Information Officer
  - vii. Communications and Marketing Public Information Officer
  - viii. Associate Director of Communications and Marketing
  - ix. Director of Health Services
  - x. Director of Human Resources

- xi. Predetermined employee responsible for scribing

## **2. Executive Council**

- a. Alongside the IMT there is the Executive Council (EC) which includes individuals apart of the Senior Staff of HVCC, alongside other relevant roles to emergency response guidance. These individuals are responsible for providing guidance and making decisions on policy-level issues to ensure a coordinated and effective response.
  - i. President of the College
  - ii. Vice President for Administration
  - iii. Vice President for Academic Affairs
  - iv. Vice President for Student Affairs
  - v. Chief Diversity Officer
  - vi. Chief Financial Officer
  - vii. Executive Director of Communications and Marketing
  - viii. Executive Director of EOC
  - ix. Executive VP for Workforce & Industry Partnerships
  - x. Predetermined employee responsible for scribing

# Section I – General Considerations & Planning Guidelines

## **1. Introduction**

- a. Mission Statement
  - Hudson Valley Community College provides transformative, student-centered and high-quality educational opportunities that address the diverse needs of local and global communities.

## **2. Purpose**

- a. The purpose of this EPP is to establish a comprehensive, all-hazards approach to emergency management at Hudson Valley Community College. It outlines policies, authorities, and organizational structures that will be implemented during an emergency requiring a collective response. The EPP prioritizes life safety, protection of property, continuity of instruction and services, and coordinated recovery. It also identifies Hudson Valley Community College’s role as a community partner with Rensselaer County Public Safety’s Emergency Management, and the American Red Cross.
  - Hudson Valley Community college is a designated emergency shelter for use by Rensselaer County and the American Red Cross for compliance with the Stafford Disaster Relief and Emergency Assistance Act.

## **3. Scope**

- a. This plan applies to all HVCC campuses, extension sites, students, faculty, staff, contractors, and visitors. It covers natural hazards (e.g., severe weather, pandemics),

technological hazards (e.g., power outages, cyber incidents, hazardous materials), and human-caused hazards (e.g., active threat, terrorism).

#### 4. Emergency Decision-Making

- a. Primary decision making during an emergency is the responsibility of the Incident Commander. These decision-making responsibilities can be delegated to the Executive Council (EC) and the ICS Section Chiefs as needed.
- b. The Executive Council ensures that the college is operating within policy and decides the ultimate general direction the college wants to act.

#### 5. Notification Procedures and Decision-Making Protocol

- a. Hudson Valley Community College's notification requirements fall under the Clery Act, SUNY Procedure 5608, New York State Education Law, the Rehabilitation Act, and general best practices from overseeing agencies.
  - i. Clery Act
    1. Emergency Notifications: "An institution must, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency."
    2. Timely Warnings: "An institution must immediately notify the campus community upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus."
  - ii. SUNY Procedure 5608
    1. [emergency@suny.edu](mailto:emergency@suny.edu)
    2. In the event an emergency disrupts campus operations, damages institutional reputation, or threatens the safety of the campus community, prompt and coordinated communication with the Chancellor's Office and other senior System Administration offices is required. This Protocol establishes the procedures for ensuring timely and accurate notification to facilitate an effective response and provide appropriate support."
    3. The following events **must** be reported:
      - a. Any potential or actual life safety incident affecting students, faculty, or staff.
      - b. Disruptions negatively impacting daily campus operations for more than 8 hours.
      - c. Damage to, or negative impact on, campus physical infrastructure or operations lasting more than 8 hours, which has affected or could affect operations.
      - d. Issues that may result in adverse reputational or financial consequences.
      - e. Events with potential negative legal or financial implications.

- f. Significant health, safety, or public safety incidents
  - iii. NYS Education Law Article 126
    - 1. Outlines general requirements in § 355(2)(h) along with Article 126 § 6306 for ensuring SUNY campuses ensure the safety and welfare of students and staff.
  - iv. Rehabilitation Act
    - 1. § 104.4(a) “A recipient... may not, directly or through contractual, licensing, or other arrangements, on the basis of disability: (i) Deny a qualified individual with a disability the opportunity to participate in or benefit from an aid, benefit, or service; (ii) Afford a qualified individual with a disability an opportunity that is not equal to that afforded others; [or] (iii) Provide a qualified individual with a disability with an aid, benefit, or service that is not as effective as that provided to others.”
- b. Hudson Valley Community College employs a multi-modal emergency notification system to ensure rapid and effective communication during crises.
  - i. The college relies on Alertus, which delivers desktop pop-ups and mobile alerts with protective instructions, and Everbridge, which provides text, voice, and email alerts to reach students, faculty, and staff both on and off campus. In addition, Valcom speaker systems installed throughout campus buildings and outdoor areas allow Public Safety to broadcast live announcements for immediate action. These systems are supplemented by campus-wide email messaging, which provides notifications to people who have not signed up for Alertus or Everbridge. Together, these tools ensure redundancy and accessibility by combining visual, audible, and text-based alerts. These notifications are coordinated through the Executive Council, Public Safety, and Communications & Marketing.

## Section II – Preparedness

### 1. Planning

- a. Mitigation Planning
  - i. Hudson Valley Community College (HVCC) is committed to proactive mitigation efforts that reduce the likelihood and impact of emergencies before they occur. The College emphasizes partnerships, collaboration, and continuous improvement as the foundation of its mitigation strategy. Following every significant incident, drill, or exercise, HVCC conducts After Action Reviews

- (AARs) to evaluate response effectiveness, identify areas for improvement, and implement corrective actions.
- ii. Using best practices and lessons learned from both campus and county-level operations, mitigation initiatives focus on enhancing safety infrastructure, refining procedures, and reducing vulnerability to high-risk hazards. These efforts ensure that the College community remains resilient and prepared, while protecting life, property, and continuity of operations across all HVCC campuses.
- b. Response Planning
- i. HVCC utilizes a tiered approach to emergency response that aligns with the National Incident Management System (NIMS) and the Incident Command System (ICS). This Emergency Preparedness Plan (EPP) serves as the guiding framework for the College's coordinated response to critical incidents for Type 1, 2 and 3 emergencies that require multi-departmental response.
  - ii. For non-critical or routine incidents, the college will follow the responsible department's Standard Operating Procedures (SOPs). These procedures establish consistent protocols for day-to-day incident handling, reporting, and coordination.
  - iii. When an incident escalates beyond the scope of standard operations, the College transitions to the structure and procedures defined in this Emergency Preparedness Plan. The EPP ensures the integration of command, control, communication, and coordination functions under the ICS framework, enabling effective collaboration with all relevant HVCC departments, Rensselaer County Emergency Management, local first responders, and SUNY System Administration.
- c. Evacuation Planning
- i. There is currently only one active evacuation plan within HVCC. This plan is for the Marvin Library and is not up to date with proper procedures and roles for an efficient interoperable evacuation plan. This one plan is solely for the Marvin Library and does not encompass all buildings. The following is the basis for which the college should train its faculty and staff members.
    - 1. Building administrators should be established within each college building and have communication with every department present in the designated building. These building administrators will designate evacuation marshals for the building.
    - 2. Each building should have two designated evacuation marshals for each floor and exterior door. During an evacuation, the floor based designated marshals will follow loosely behind all evacuees to ensure each area is cleared. These marshals can be identified with a high visibility vest along with a college radio. Any discrepancies can be reported to emergency personnel.
    - 3. Each evacuation marshal should have training on stair chairs to assist students who are unable to use the stairs. Training for all faculty and staff should be held once per semester to ensure competency with stair chair usage.

4. Each building requires an egress point that is decided either pre-event or during the event by the Incident Command Post (ICP) or Incident Management Team (IMT). Personnel should be made aware of this egress point, and the exterior designated marshals will direct evacuees to the egress point.
  5. Communication should be established between building administrators and the ICP. The liaisons will oversee the operation and report critical information back to the ICP.
  6. Evacuation will be accompanied by a fire alarm that is remotely activated to notify the building occupants of an evacuation. This alarm may be accompanied by a PA alert message and/or emergency cellular notification.
- d. Continuity Planning
- i. HVCC does not have a current Continuity of Operations Plan (COOP). HVCC recognizes the importance of maintaining essential academic and administrative operations during and after an emergency. While the College does not currently have a formal plan, the framework for such a plan is being developed to identify essential functions, such as key personnel, critical systems, and alternate facilities necessary to sustain core operations. It will address continuity for instruction, payroll, information technology, public safety, and student services, ensuring that the College can rapidly recover from incidents that impact facilities, systems, and/or personnel.
  - ii. Until a formal COOP is adopted, HVCC will rely on departmental contingency procedures and the EPP to guide immediate response and short-term recovery operations.

## **2. Training and Exercising**

- a. A record of training and exercises will be kept by Emergency Management staff. Tabletop exercises will be held once per semester, convening the Incident Management Team (IMT). The Executive Council (EC) members are required to be at each tabletop exercise. Other training programs may be delivered to improve interoperability with partnering agencies/organizations. These programs are not limited to Emergency Management staff, the IMT, or EC and may be departmentally ran and coordinated.
- b. When delivering training programs, Hudson Valley Community College shall use existing resources whenever possible. Local resources may include, but not be limited to, the following items:
  - i. Programs
  - ii. Facilities
  - iii. Partner agencies/organizations
- c. Using local resources shall provide opportunities to develop a greater understanding of the capabilities and limitations of Hudson Valley Community College, our partner agencies/organizations, nearby facilities and all other local resources. Utilizing these resources during training opportunities will increase familiarity with those resources and

provide a higher level of familiarity and competency with those resources if they are used during a critical incident.

### 3. Facilities

- a. HVCC maintains designated facilities to support incident command and emergency operations during critical incidents. These facilities provide the physical infrastructure necessary to coordinate response, communication, and logistical support.
  - i. Primary Campus Emergency Operations Center (CEOC)
    1. Emergency situations that require extensive coordination of resources, personnel, and information sharing will be managed in part or in full from the Campus Emergency Operations Center (CEOC).
    2. The College's primary Campus Emergency Operations Center (CEOC) is a "hot" CEOC located in a confidential location. This facility is fully equipped to serve as the central coordination point for managing major incidents and includes the communications, IT, and situational awareness capabilities necessary to support sustained operations. The CEOC may also serve as the Incident Command Post (ICP) for campus-wide events that require centralized coordination.
  - ii. Alternate CEOC
    1. In the event that the primary CEOC is unavailable or unsuitable, the alternate CEOC is located in a confidential location. This space is pre-identified as a viable backup location and can be activated within a short period to ensure continuity of operations. Additional alternate locations may be designated as needed, depending on the nature, scale, or location of the incident. These may include other facilities on the main campus, at off-site HVCC locations, or partner facilities identified in coordination with Rensselaer County Emergency Management.
  - iii. Incident Command Post
    1. First responders shall establish an incident command post (ICP) near the scene of the incident. The ICP shall be in a location far enough from the scene to protect individuals operating at the ICP from scene hazards, but close enough to manage resources, strategies and tactics. The establishment of an ICP shall follow Incident Command System (ICS) procedures with the most senior qualified responder assuming the role of Incident Commander.
  - iv. Support and Logistical Facility
    1. The McDonough Sports Complex serves as the College's primary logistical support site and point of dispensing (POD) during large-scale emergencies. The facility's field house and Conway Ice Rink can be adapted to support mass care operations, staging, medical dispensing, and resource distribution. The McDonough Sports Complex is also designated as a mass care shelter, capable of accommodating general populations and providing support for service and assistance for animals.

## 4. Capability Assessment

### a. Capabilities

- i. HVCC maintains a strong foundation of public safety, communications, and emergency response capabilities that support effective management of critical incidents on campus. This section provides an overview of the College’s current emergency management capabilities and identifies areas where additional development or resources are needed to enhance preparedness and continuity.
- ii. The College’s Department of Campus Security and Public Safety serves as the primary emergency response and coordination unit for all incidents affecting campus operations. Public Safety officers are New York State sworn peace officers who provide professional law enforcement, emergency response, and incident management support. Sworn peace officers are supplemented by Public Safety security officers, which provide additional support to operations. The command staff—comprising the Director, Assistant Director, and Coordinator—typically assume roles as Incident Commander or Section Chiefs during emergencies.
- iii. HVCC is in the progress of building a “hot” EOC located in a confidential location. This location will be equipped with redundant communications systems, including portable and fixed radios, campus telephones, cell phones, fax machines, and IT-based communication platforms, ensuring interoperability during critical operations. The campus also maintains siren systems, cellular alerts, email alerts, building public address systems, and electronic message boards to provide immediate mass notification and traffic control during emergencies.
- iv. The McDonough Sports Complex provides extensive logistical and sheltering capabilities, with showers, restrooms, and locker rooms to support mass care operations or serve as a point of dispensing (POD). The College maintains a strong operational relationship with Red Cross, Rensselaer County Emergency Management and Rensselaer County Department of Health, including coordination for sheltering, mass care, and operational support during county-level incidents.
- v. HVCC conducts emergency drills and exercises in accordance with New York State fire and building code requirements, which mandate at least one fire drill per semester for higher education facilities and additional lockdown and emergency preparedness drills for the high school population housed in Lang Hall. In addition, the College will begin conducting tabletop exercises once per semester to test emergency coordination, decision-making, and communication procedures under this Emergency Preparedness Plan
- vi. The College continues to strengthen relationships with partnered agencies through coordination, training, and joint response to incidents, sharing resources and support across Rensselaer County. Development of formal mutual aid agreements (MOUs) and continued engagement with county and state emergency management resources remain key priorities for future enhancement.

### b. Capability Gaps and Development Needs

- i. While HVCC maintains a robust foundation for emergency response, certain areas require development to achieve full compliance with FEMA and SUNY standards. The College does not currently have a formally designated Incident Management Team (IMT); this Emergency Preparedness Plan will establish IMT membership, structure, and required NIMS/ICS training (IS-100, IS-200, IS-700) for all identified personnel.
- ii. Formal Memoranda of Understanding (MOUs) with external response partners—including Rensselaer County Emergency Management, local law enforcement, fire, and EMS agencies—should be developed to formalize collaboration and mutual support arrangements.
- iii. HVCC relies heavily on outside first responder agencies including local law enforcement, fire and emergency medical services. For incidents that exceed the College's on-campus response capabilities. These partnerships ensure rapid access to specialized resources, personnel, and equipment during large-scale or complex emergencies. These partnerships are essential for ensuring timely access to advanced resources, specialized equipment, and technical expertise during critical incidents that HVCC does not have access to. This reliance on outside first responder agencies can present challenges due to potential delays in response time, which may adversely impact life safety during rapidly evolving emergencies.

## Section III – Response

- 1. Response procedures are listed in the Emergency Response Plan (ERP)**

## Section IV – Recovery

- 1. Recovery procedures are listed in the Emergency Response Plan (ERP)**