

Emergency Management at Colby-Sawyer College

Prepared for the Unexpected

Colby-Sawyer College maintains a comprehensive Emergency Management Plan designed to guide the College's response to a wide range of emergencies, including severe weather, fires, hazardous material incidents, utility disruptions, public health emergencies, acts of violence, and other situations that may affect the campus community.

While every emergency is different, the College is prepared to respond quickly, effectively, and in coordination with local, state, and federal partners.

A Coordinated Response

The College's emergency management program is based on the principles of the National Incident Management System (NIMS) and the Incident Command System (ICS), the framework used by emergency responders throughout the United States. This approach allows the College to scale its response to incidents of any size while coordinating effectively with police, fire, emergency medical services, emergency management agencies, and other community partners.

During an emergency, the College may activate its Emergency Management Team (EMT) and Incident Response Team (IRT) to manage response and recovery operations.

Emergency Management Team (EMT)

The Emergency Management Team provides strategic leadership during emergencies and significant campus disruptions. The team works closely with College leadership to:

- Assess incident conditions and potential impacts
- Establish response priorities and objectives
- Coordinate resources and support services
- Communicate with emergency responders and community partners
- Support timely communication with the campus community
- Guide recovery and continuity of operations

Incident Response Team (IRT)

The Incident Response Team works alongside the EMT to implement response strategies and coordinate operational activities across campus. The team assists with:

- Emergency response operations
- Resource coordination and deployment
- Situational assessment and information sharing

- Protective actions such as evacuation, shelter-in-place, or lockdown
- Continuity of essential campus services
- Recovery and restoration efforts

Emergency Response Priorities

During any emergency, the College focuses on the following priorities:

1. Protect human life
2. Support health and safety services
3. Protect College property and assets
4. Maintain critical College operations
5. Assess damage and operational impacts
6. Restore normal campus operations as safely and quickly as possible

Emergency Communications

The College maintains multiple methods of emergency communication to ensure timely information reaches the campus community.

Depending on the nature of the incident, information may be distributed through:

- CSC ALERT emergency notification system
- College email
- Emergency website notifications
- Social media
- Campus telephones and voicemail systems
- Direct communication from college officials

Members of the campus community are strongly encouraged to enroll in CSC ALERT and keep their contact information current.

Department and Unit Preparedness

Emergency preparedness is a shared responsibility. Academic and administrative departments are encouraged to maintain unit-level emergency plans that support the College's Emergency Management Plan and address the continuity of their specific operations and services.

These plans help departments identify critical functions, protect personnel, and prepare for disruptions that may affect normal operations.

Continuous Improvement

Emergency planning is an ongoing process. The College regularly reviews and updates its plans, conducts training and exercises, and evaluates lessons learned from incidents and drills to strengthen preparedness and resilience across campus.

Through planning, training, and collaboration, Colby-Sawyer College remains committed to providing a prepared and resilient learning and working environment for all members of the campus community.