

SARAH • LAWRENCE • COLLEGE

EMERGENCY RESPONSE PLAN

Introduction

This document constitutes the Emergency Response Plan (ERP) for Sarah Lawrence College. The plan serves as a guide for handling campus emergencies and disasters through the effective use of available personnel and resources. While it is impossible to produce a document that is all-inclusive, this plan addresses the most common emergencies and those that are most likely to occur in the future. The plan identifies departments and individuals that are directly responsible for emergency response and critical support services and it provides a management structure for coordinating and deploying essential resources. It attempts to place SLC in a proactive position to protect students, staff, faculty and visitors in case of an emergency or disaster. Lastly, it enhances the college's ability to quickly return to normal operations after an interruption in services.

All faculty, students and staff members should familiarize themselves with it. Since this college plan provides broad guidelines and procedures, it is imperative that individual college departments, residence halls and other units create their own internal emergency response plans for situations that may develop. If you have any questions concerning this college plan or the formulation of your own plan, please call The SLC Director of Public Safety & Security, Larry Hoffman, at extension 2384.

If you have an emergency situation dial 2222, which is the Westlands Desk Emergency Line. You can also call 911 to connect directly to Yonkers Police if needed. Give Westland's Desk all the pertinent information. Westland's Desk will also call 911. If you have a cell phone call 914-395-2222 to reach Westland's Desk. You can call 911 directly, but remember to call 2222 immediately after doing so. Emergency telephones are located at various locations around the campus. These phones connect you directly, without dialing, to Westlands Desk 24 hours a day. The SLC Public Safety and Security Department is staffed 24 hours a day, 7 days a week for your assistance and safety.

It is essential that the SLC Public Safety and Security Department be notified of an emergency. Security personnel are dispatched to meet responding external emergency personnel in order to quickly bring them to the location of an emergency. In addition, security personnel have as part of their emergency medical equipment an automated external defibrillator. In administering emergency care to someone whose heart has stopped beating or has an irregular beat, it is essential that the automated external defibrillator be utilized as quickly as possible.

Definitions of an Emergency and a Disaster

The following definitions of an emergency are provided as guidelines to assist SLC Faculty, Students and Staff in determining the appropriate response:

Minor Emergency: Any incident, potential or actual, which will not seriously affect the overall functional capacity of the college. Campus security and maintenance personnel will handle all minor emergencies. Operational management of minor emergencies rests with the Director of Public Safety & Security or the Director of Maintenance Services.

Major Emergency: Any incident, potential or actual, which affects an entire building or buildings and which will disrupt the overall operations of the college. Outside emergency services (i.e. Police, Fire, Con Edison) will probably be required, as well as major resource efforts (Outside Contractors) from Operations and Facilities. A major emergency may require the implementation of the Emergency Response Plan at the direction of the President, who shall be immediately advised of all major emergencies by the Director of Operations and Facilities and/or the Director of Public Safety & Security.

Disaster: Any event or occurrence that has taken place and has seriously impaired or halted the operations of the college. In some cases, mass personnel casualties and severe property damage may be sustained. A coordinated effort of all campus-wide resources is required to effectively control the situation. Outside emergency services will be essential. In all cases of disaster, an emergency command center, occupied by the Crisis Management Team, will be activated, and the appropriate support and operational plans will be executed. The Crisis Management Team shall make major decisions.

Assumptions

The College Emergency Plan is predicated on a realistic approach to the problems likely to be encountered on campus during a major emergency or disaster. Hence, the following are general guidelines.

- A. An emergency or a disaster may occur at any time of the day or night, weekend, or holiday, with little or no warning.
- B. The succession of events in an emergency is not predictable; hence, published support and operational plans will serve only as guidelines and may require on the spot modification in order to meet the requirements of the emergency.
- C. Disasters may affect residents in the geographical location of the college; therefore, city, county and federal emergency services may not be available. A delay in off campus emergency services may be expected (up to 48-72 hours).
- D. A major emergency may be declared if information indicates that such a condition is developing or is probable.

The SLC Crisis Management Team

The SLC Crisis Management Team is a team drawn from the college's senior administrative and academic management that oversees the campus emergency response to major emergencies and disasters. President Lawrence serves as the emergency director and the leader of the team.

The responsibilities of the SLC Crisis Management Team include the following:

1. Prepares and plans for campus-wide emergencies.
2. Assesses the specific emergency and its ramifications to the campus.
3. Determines the scope and direction of the campus emergency response.
4. Conducts liaison activities with Federal, State, County and City governmental agencies.
5. Communicates with faculty, staff, students, parents, neighbors and alumni concerning emergencies.
6. Establishes liaison with the news media for dissemination of information.
7. Supervises clean up and restoration post emergency.
8. Arranges for psychological counseling to individuals if required.
9. Conducts liaison activities with local hospitals.
10. Performs other related duties as may be required.

Direction, Coordination and Emergency Command Post

1. **Emergency Director**
The president of the college or her designee, shall serve as the emergency director. The emergency director is responsible for the overall direction of all emergency/disaster operations. In addition, she/he declares and ends, as appropriate, the state of an emergency.
2. **Emergency Coordinator**
The Vice President of Operations & Facilities or his designee, shall serve as the emergency coordinator. He/she will coordinate all on-campus emergency functions as directed. The emergency coordinator will immediately consult with the emergency director when faced with a crisis. He will give advice as to whether a formal declaration of a campus state of emergency is required.
3. **Emergency Command Center**
The Emergency Command Center's primary site is the president's office. The alternative site is the president's home. The crisis management team will meet in the emergency command Center. In the event of a nuclear, biological or chemical crisis, the emergency command Center will be in one of the five designated shelter/assembly areas. At least one person is to staff the emergency command Center at all times until the emergency situation ends. The emergency coordinator shall establish a marshalling area for outside and local agency assistance. A conference room for media personnel might also be required.

Direction and Control at the Emergency Command Center

- Convene the Crisis Management Team to assess the situation, immediate emergency responses and implement the crisis response plans.
- Record all events, decisions and actions in the Emergency Command Center Log Book
- Account for all employees, students and visitors
- Request for situation and damage reports from all emergency response personnel
- Implement and coordinate emergency operations
- Develop and display situation status
- Continue to update situation information as additional emergency response reports come into the Emergency Command Center
- Control internal and external communications
- Plan and implement post-crisis restoration

SLC Crisis Management Team- Specific Responsibilities for Members

Emergency Director (President)

- Declares state of emergency and declares an end to campus emergencies.
- Provides management and implementation of the Emergency Response Plan.
- Functions as the highest level of authority during an emergency.
- May act as spokesperson to media and college community

Emergency Coordinator (Vice President for Operations)

- Responsible for the overall coordination of the Emergency Response Plan.
- Determines the type and magnitude of the emergency.
- Initiates immediate contact with the President
- Notifies the members of the SLC Crisis Management Team
- Monitors and implements the campus emergency warning system.
- Provides equipment and personnel to perform shutdown procedures, hazardous area control, damage assessment, debris clearance, emergency repairs and equipment protection.
- Provides vehicles, equipment and operators for movement of personnel and supplies.
- Obtains the assistance of utility companies as required for emergency operations.
- Surveys habitable space and assists with the relocation of essential services and functions.
- Establishes liaison with vendors and outside contractors in order to secure equipment, supplies and materials needed during the actual emergency.
- Evaluates the need to maintain emergency food and water supplies in shelters and/or specific areas on campus.
- Provides for storage of vital records at an alternate site.

Director of Communications

- Establishes liaison with the news media for dissemination of information as requested by the President.
- Establishes liaison with the local radio and TV services for public announcements.
- Advises the president of all news concerning the extent of disaster affecting the campus.
- Prepares news releases, concerning the emergency, for approval and release to the media.

Director of Health Services

- Identifies and prioritizes health concerns and needs, and requests the appropriate resources from the SLC Crisis Management Team.
- Plans for, provides and supervises the college medical services as needed.
- Advises the SLC Crisis Management Team on health protection measures.
- Provides counseling as required to victims and affected individuals

Dean of the College

- Coordinate all matters relating to faculty activities during the crisis situation.
- Coordinate relocation of faculty in alternate locations as may be necessary.
- Provide faculty data as needed during the crisis.
- Advise faculty members about situations
- Coordinate all matters relating to academic functions
- Coordinates housing for faculty who can't get home

Dean of Studies & Student Life/Dean of Student Affairs

- Coordinate all matters relating to student activities during the crisis situation.
- Coordinate relocation of students in alternate housing as may be necessary.
- Provide student data as needed during the crisis.
- Provide parental notifications, if necessary, on behalf of the president.
- Supervise the team of campus resident advisers during the emergency.
- Arrange memorial services if applicable
- Advise faculty members about situations involving students
- Coordinates housing for students who can't get home

Director of Public Safety & Security

- Serves as liaison with community emergency services (i.e. police, fire, ambulance).
- Maintains campus security and safety operations.
- Monitors campus warning and evacuation systems.
- Takes immediate action to protect life and property.
- Provides traffic control, access control, perimeter and internal security patrols as required.

Director of Human Resources

- Coordinates housing for faculty and staff who cannot get home.
- Communicates with faculty and staff concerning emergencies.
- Coordinates property losses and personal injuries with appropriate insurance companies.
- Serves as liaison to the college law firm.
- Notifies the family of injured staff and faculty.
- Provides faculty and staff data during crisis as needed.
- Coordinates faculty and staff replacements.

Priority Objectives

The SLC Crisis Management Team will concentrate efforts on pertinent Priority I Objectives until they are substantially met. Pertinent Priority II and III objectives will be addressed as resources become available.

Priority 1 Objectives

1. Fire Suppression- Evaluate fires or fire hazards and use resources to control and evacuate.
2. Search & Rescue- Appoint search and rescue teams and initiate light and heavy rescue operations as required.
3. Medical Aid- Evaluate medical services available and advise rescue forces regarding the location of treatment facilities for injured.
4. Life Safety Evacuation- Evaluate the need to evacuate people from hazardous or high-risk areas to safe zones.
5. Communication Network- Establish a communication network using available staff, materials and equipment.
6. Utilities Survey- Evaluate condition of utilities and shut-down or restore as able (gas, electric, steam, water, sewer)
7. Hazardous Substance Control- Survey critical area and secure or clean up as needed (i.e., biological and chemical).

Priority II Objectives

1. Facility-Evaluate facilities for occupancy or use. Identify and seal off condemned areas.
2. Shelter- Identify usable structures to house resident students and organize relocation of personnel as needed.
3. Food/Drinking Water- Identify supplies on hand and establish a distribution system for food and water.
4. Sewer System- Evaluate condition of sewer systems and identify problems that must be addressed immediately. Identify sites for portable toilets as needed.
5. Information- Keep people within the campus informed and give them instructions.
6. Psychological assistance- Establish a system to assist persons to cope with the crisis

Priority III Objectives

1. Valuable materials survey- Identify, survey and secure valuable materials on campus.
2. Record survey- Identify, survey and secure all SLC records.
3. Academic Requirements- Survey academic departments and determine requirements to begin academic operations.
4. Supplies and Equipment- Develop system to renew flow of supplies and equipment from outside sources.

Fire Emergencies

1. In all cases of fire the Department of Public Safety & Security must be notified immediately. This can be done via the emergency # 2222 or by activating a building's pull station.
2. Know the location of fire extinguishers, fire exits, and pull boxes in your building. Training and information are available through the Department of Public Safety & Security at ext. 2384.
3. If a minor fire appears controllable, immediately contact (personally or preferably have someone else call) the Department of Public Safety & Security at ext. 2222. Then promptly direct the discharge of the fire extinguisher toward the base of the flame.
4. If an emergency exists, activate the building's fire alarm system.
5. In the case of large fires that do not appear controllable, immediately activate the building's fire alarm system and, if time permits, call 2222 to report the exact location of the fire. Then evacuate all rooms, closing all doors and windows (if time permits) to confine and reduce oxygen available to it. Do not lock doors.
6. When the building evacuation alarm is sounded, always assume that an emergency exists. Touch closed doors; do not open them if they are hot. If the door is cool, brace yourself behind the door and open it slowly. Bracing yourself behind the door prevents the door from being blown open due to the pressure created by the fire. Walk quickly to the nearest exit and alert others to do the same.
7. Do not use the elevators during a fire.
8. Smoke is the greatest danger in a fire, so stay near the floor where the air will be less toxic.
9. Once outside, move to a clear area at least 500 feet away from the affected building. Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and crews.
10. Do not return to an evacuated building unless told to do so by a college official.
11. If you become trapped in a building during a fire and a window is available, place an article of clothing (shirt, coat, etc.) outside the window as a marker for rescue crews. Place a wet cloth at the base of doors to keep smoke from entering. Shout at regular intervals to alert emergency crews of your location. Dampen a cloth with water, place it over your nose, and breathe lightly through it.
12. Should your clothing catch fire, stop, drop and roll. Rolling on the ground will help smother the fire.

Building Evacuation

1. All building evacuations will occur when an alarm sounds and/or upon notification by emergency personnel.
2. If necessary or if directed to do so by a designated emergency official, activate the building alarm (pull station).
3. Do not use elevators during an emergency evacuation. Emergency personnel may use an elevator for evacuation after a review of the circumstances.
4. When the building evacuation alarm is sounded or when told to leave by a designated emergency official, walk quickly to the nearest marked exit and ask others to do the same.
5. Once outside, move clear of the building allowing others to exit.
6. Do not return to an evacuated building until advised by emergency personnel.
7. If you have a disability and are unable to evacuate, call 2222 and tell the emergency dispatcher where you are or where you will be moving. If you must move, move to an exterior enclosed stairwell. Request persons exiting by way of the stairway to notify the Fire Department of your location.
8. Be aware of people with disabilities in your area who might require assistance in an emergency evacuation. Be prepared to render assistance if necessary.
 - Assisting visually impaired individuals during an evacuation:
In assisting visually impaired individuals during a building evacuation, advise the person of the nature of the emergency and offer your arm for guidance. As you walk, inform the person where you are and of any obstacles in your path. When you reach safety, orient them to a safe location and ask if they need any further assistance.
 - Assisting hearing impaired individuals during an evacuation:
Persons who are hearing impaired may not perceive an audible fire alarm. Use an alternate warning system. Write a note to tell the person of the situation, the nearest evacuation route, and the assembly area. You can also turn the light switch on and off to gain their attention (only if there is no gas leak).
 - Assisting non-ambulatory persons/persons using crutches, canes or walkers
Always consult the person as to his/her preferences regarding:
 1. Ways of being removed from the wheelchair
 2. The number of people necessary for assistance
 3. Whether to move or extend extremities when lifting
 4. The need for a seat cushion or pad

Bomb Incident Plan

1. It is the policy of the college that all bomb threats are to be taken seriously. Each threat will be thoroughly investigated and will be considered suspect until all avenues of investigation have been explored.
2. A suspicious looking box, package, object or container in or near your work area may be a bomb or explosive material. **Do not handle or touch the object.** Move to a safe area (far from the object) and call the Department of Public Safety & Security immediately at ext. 2222. Do not operate any electronic devices, radios or light (power) switches.
3. If you receive a bomb threat, remain calm and try to obtain as much information as possible from the caller. Specifically try to ascertain the following:
 - a) The location of the device.
 - b) The time, if any, the device is scheduled to go off.
 - c) The appearance or type of container used for the device.
 - d) The reason for placing the device.
 - e) The size of the bomb.
 - f) The type of explosive used in the device.
 - g) The name of the caller or organization taking responsibility.
 - h) Any additional information that might be available.
4. The person receiving the call should note the following:
 - a) Male or female voice
 - b) Time of call
 - c) Mood of caller (excited, nervous, calm, despondent)
 - d) Background noises that may be present at the location of the caller.
 - e) Approximate age of the caller.
 - f) Any other peculiarities that may be helpful in identifying the source of the call or its purpose.
5. The police will be called and unless unusual circumstances exist, the building in question will be evacuated. When evacuating the building, only use stairs. Do not use elevators. Move well away from the building and follow the instructions of emergency personnel at the scene.
6. If there is an explosion,
 - a) Immediately take cover under sturdy furniture
 - b) Stay away from the windows
 - c) Do not light matches
 - d) Move well away from the site of the explosion to a safe location
 - e) Use stairs only, do not use elevators

Chemical Spills

1. Whenever you spill a chemical, or discover a spill or release, tell your supervisor and coworkers in the area immediately.
2. When a spill occurs, you and others should move well away from the area when determining the appropriate response. The appropriate response depends on whether the spill is a simple spill, which you can clean up yourself, or a complex spill, which requires outside assistance.
 - a. Simple spills do not spread rapidly, do not endanger people or property except by direct contact and do not endanger the environment. You can cleanup a simple spill yourself if you have the proper equipment and training and are comfortable doing it. The department of Public Safety & Security should be informed of a simple spill, ext. 2222.
 - b. Complex spills are any spills that may spread rapidly, may endanger people or property and may endanger the environment.
3. A complex spill should be immediately reported to the Department of Public Safety & Security, ext. 2222. When reporting, be specific about the nature of the material involved and the exact location. The Director of Public Safety & Security and the College's Chemical Hygiene Officer will be contacted. Any nonessential personnel will vacate the effected area at once and the area will be sealed off.
4. Anyone who may have been contaminated by the complex spill should, if necessary and prudent, be immediately put under an emergency shower and his/her contaminated clothes should be removed as the flow of water begins. The affected area of the skin should be washed for 15 minutes. EMS will be called and medical treatment will begin as soon as possible.
5. If an emergency exists, activate the building alarm (fire alarm) so that the building could be evacuated.
6. Once outside, move to a clear area at least 500 feet away from the affected building(s). Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and crews.
7. Do not return to an evacuated building unless told to do so by a college official.

The Director of Public Safety, the Director of Operations & Facilities and the Chemical Hygiene Officer will evaluate the situation and decide which emergency response personnel to summon to the campus.

Medical Emergencies

1. All medical emergencies should be reported immediately to the Department of Operations & Facilities, ext. 2222.
2. If the medical emergency is life threatening, then call 911 before dialing the Office of Public Safety & Security.
 - a. When making the calls, give your name, describe the nature and severity of the medical problem and the campus location of the victim. Try to answer all of the questions the operator asks you and let him/her hang-up the phone first.
 - b. Do not move the victim.
 - c. If your certified in CPR and First Aid and able to help, then try to assist the victim until help arrives.
 - d. Look for emergency medical ID's such as bracelets on injured persons and try to keep the victim as comfortable as possible until emergency personnel arrive.
3. If a medical problem is non-life threatening, call the Department of Public Safety & Security.
 - a. If the victim can be safely moved than he/she will either be transported by security personnel to the Lawrence Hospital Emergency Room or to Health Services, depending on the severity of the medical problem and the time of day.
 - b. The victim can also request to speak to a doctor over the phone to decide whether a visit to the emergency room is appropriate.
 - c. If security personnel believe that a victim should not be moved or that emergency medical care is required immediately, then they will call 911.

Medical Emergencies that are Psychiatric in Nature

1. Whenever an individual demonstrates or reports a risk for self-destructive or suicidal behavior, immediate assistance is needed.
 - a. If the situation poses an imminent physical danger, call 2222 to reach Westlands Desk and the Department of Public Safety & Security.
 - b. If imminent physical danger is not posed then call Health Services at 2350. If Health Services is closed, then call 2222.

Hostile Intruder

A. When an intruder in a campus building is actively causing deadly harm or the threat of imminent deadly harm to people, you must immediately seek cover and call or contact the police, 911, and the Department of Public Safety & Security. Give as many details as possible relative to location, number of assailants, means of aggression and other pertinent information.

1. Do not sound the fire alarm to evacuate the building. People may be placed in harm's way when they are attempting to evacuate the building.
2. Be aware of alternate exits if it becomes necessary to flee.
3. Persons should lock themselves in classrooms, dorm rooms, and offices as a means of protection.
4. Persons should stay low, away from windows and barricade their door(s) if possible and use furniture or desks as cover.
5. If possible, cover any windows or openings that have a direct line of sight into the hallway.
6. Students and staff should not attempt to leave the building until told to do so by security or police personnel. The only exception to this is, given the specific circumstances, a person is certain beyond any doubt, that they are in more danger in staying in the building, than in attempting to escape.

B. When a hostile intruder is actively causing deadly harm or the threat of imminent deadly harm to people on the campus grounds, we recommend the following course of action.

1. Run away from the threat if you can, as fast as you can.
2. Do not run in a straight line. Use buildings, trees, shrubs, and cars as cover.
3. If you can get away from the immediate area of danger, summon help and warn others.
4. If you decide to hide, take into consideration the area in which you are hiding. Will I be found? Is this really a good spot to remain hidden?
5. If the person(s) is causing death or serious physical injury to others and you are unable to run or hide you may choose to play dead if other victims are around you.
6. If hiding or playing dead, do not give away your position or stand-up until the Police give the all-clear sign.

Utility Failures**Power Failure**

The following actions are to be taken by members of the college community in the event of a power failure:

1. Report any power failure immediately to the Department of Public Safety & Security (ext.2222). Back-up emergency power should make it possible to use the college telephones for a while. However if the office telephones are not working, locate a security officer who will relay the information via portable radio.
2. Remain where you are until the extent of the problem is determined. Security officers will go from room to room informing occupants to remain where they are notified otherwise.
3. Keep a flashlight available in your office or dorm room at all times. Never use candles during a power failure.
4. During the daytime hours you can attempt to add as much natural lighting as possible by raising blinds and opening draperies.
5. Faculty with classes should remain where they are until notified otherwise.
6. During a power failure or possible power failure never use an elevator. If you become trapped in an elevator though during a power outage use the emergency phone in the elevator to contact the Department of Public Safety & Security. Wait for assistance. Try not to panic. Help will be on its way.
7. Once power is restored, security officers will go from room to room and notify the occupants.

Plumbing Problem/ Flooding

Cease using all electrical equipment. Notify the Department of Public Safety & Security immediately. If necessary vacate the area and prevent anyone else from entering.

Gas Leaks

Cease all operations! Do not switch on the lights or any electrical equipment. Remember, electrical arcing can trigger an explosion! Immediately notify the Department of Public Safety & Security. Wind direction should be monitored and all emergency vehicles and crews should be up wind from the gas fumes.

Explosion and/or Aircraft Down (Crash) on Campus

1. Immediately take cover under tables, desks and other objects, which will give protection against falling glass or debris.
2. After the effects of the explosion and/or fire have subsided, notify the Department of Public Safety & Security. Give your name, location and the nature of the emergency.
3. If necessary, or when directed to do so, activate the building fire alarm.
4. If the building fire alarm is sounded, or when told to leave by college officials, walk quickly to the nearest marked exit and ask others to do the same.
5. If possible and prudent, assist disabled persons in exiting the building. Do not use elevators in case of fire.
6. Once outside, move to a clear area that is at least 500 feet from the affected building. Keep streets and walkways clear for emergency vehicles and crews.
7. If requested, assist emergency crews as necessary.
8. Do not return to an evacuated building unless told to do so by a college official.

Biological, Chemical or Nuclear Disasters/Attacks

1. Upon receiving confirmed information of an imminent or ongoing biological, chemical or Nuclear Disaster/Attack that poses great risk to Human life on the SLC Campus, the President or her designee shall declare a state of emergency at Sarah Lawrence College.
2. After the declaration of a state of emergency, SLC security and maintenance personnel will disperse to the five divisions of the campus, and by way of megaphones, usher faculty, staff, students, visitors, into one of the 5 designated assembly/shelter areas.
The SLC Website and Campus-wide voice mail will also be utilized as a means of communication to direct people to one of the shelter/assembly areas.
3. Divisions of Campus

Division 1	(Inner Campus, Westlands, Bates, Science Building, Sheffield, North Building PAC and Meadway Houses) to go to PAC.
Division 2	(Andrews House, Andrews Annex, Andrews East, Andrews Courts, Lyles Siegel Center and Boulder 123) to go to the Library.
Division 3	(Lynd House, Lynd Annex, Lynd Offices, Tweed, Marshall Field Carriage House, Morrill, President's House, and Marshall Field) to go to Marshall Field.
Division 4	(Slonim House, Slonim Woods, Kober, Curtis, Campbell Sports Center, PS 30 and ECC) to go to the Campbell Sports Center.
Division 5	(Hill House) to stay in Hill House
4. Once the five assembly/shelter areas are filled, maintenance and security personnel will lock and attempt to seal doors and windows with duct tape and plastic. The HVAC system will be turned off and the dampers will be closed. At least one alternate member of the crisis management team will be assigned to each of the five assembly/shelter areas to assume leadership of the site. The crisis management team will all be placed in the same assembly/shelter area so that they could meet.
5. Each assembly/shelter area is equipped with a medical/emergency supply kit.
6. No one will leave the shelter areas until the State of Emergency has been lifted. The president or her designee shall decide when to lift the state of emergency.