

Important Contacts

Call 911 to report any emergency

Safety & Security

- 718-505-1024

Environmental Health & Safety

- 347-840-1452

Facilities Operations & Management

- 347-840-1452

Public Affairs

Emergency Preparedness and Response Plan

Vaughn College

Fall 2016

Contents

Introduction and Purpose	2
Goals	2
Applicability and Scope	2
Responsibility	2
Order of Succession	2
Emergency Communications	3
Media Inquiries	3
Test, Training, and Exercises	3
Emergency Contact Directory	Error! Bookmark not defined.
Emergency Protocols	4
Fire and Evacuation	4
Medical Emergency	5
Bomb Threat	6
Hostile Intruder/Active Shooter	7
Utility Failure and Natural Disaster	8
Shelter in Place/Safe Shelter	11
Suspicious Package or Object	12
Plane Crash	17

Introduction and Purpose

Vaughn College is committed to the safety and well-being of its staff, students and guests. Upholding this commitment requires planning and practice. This plan exists to satisfy those needs and to outline the steps to be taken to prepare for and respond to an emergency affecting the department or the College.

Goals

The goals of Vaughn College in responding to an emergency situation include:

- The safety of all staff, students, and guests.
- The physical and emotional well-being of staff, students, and guests.
- The timely stabilization of an emergency situation.
- The protection of Vaughn College facility, property, and the belongings of staff, students, and guests.

Applicability and Scope

This plan applies to all employees of Vaughn College and any person occupying the physical plant of Vaughn College; to include students, Vaughn College employees, and guests.

The scope of this plan is intended to encompass all hazards. This plan may be consulted when responding to any and all emergencies. When encountering a situation which has not been expressly addressed in this plan, use good judgment and the guiding principles outlined below.

Responsibility

The Vaughn College emergency plan is the responsibility of Vice President for Finance & Business Services who will review and update this plan at least once annually. Revisions will be made as needed throughout the year. Any suggestions, comments, or questions should be directed to The Vice-President for Finance and Business Services, at 718-429-6600, ext. 106.

Order of Succession

Leadership authority during an emergency shall flow downward through the following list of people:

1. Sharon Devivo
2. Robert Waldmann

3. Ernie Shepelsky

Emergency Communications

During an emergency, Vaughn College will use the following means and methods of communication.

Possible means and methods:

Emergency Notification System

Landline Telephones

Cell Phones (possible outages during emergency)

Texting (more reliable during an emergency)

Two-way Radios

Email.

Media Inquiries

Inquiries from the media during or after an emergency will be addressed by The Director of Public Affairs. The Office of Public Affairs will be consulted in releasing any information to the media. At any time the media can simply be referred to the Office of Public Affairs, Maureen Kiggins at 718-429-6600, ext. 113.

Test, Training, and Exercises

Training will be done on a departmental basis. Training will be evaluated through means of various table top and real life drills during the academic year. Evacuation routes from various departments are addressed in the colleges Evacuation plan.

Emergency Protocols

Fire and Evacuation

In the event of a Fire Alarm, do the following things:

1. Leave the building immediately; use the stairwells, not the elevator
2. If you are a mobility-impaired person on an upper floor, proceed to the stairwell landing on your floor and instruct someone to notify emergency response personnel of your location.
3. Assist any person in immediate danger to safety, if it can be accomplished without risk to yourself.
4. Immediately activate the building fire alarm system. This will sound the fire alarm bells or horns to evacuate the building and will automatically notify the Campus Security, Environmental Health & Safety and the Fire Department. It is best to have these agencies respond and not be needed than it is to have them arrive too late for potential rescue.
5. If the fire is small enough, use a nearby fire extinguisher to control and extinguish the fire. Don't fight the fire if these conditions exist:
 - * The fire is too large or out-of-control.
 - * If the Atmosphere is toxic.
6. If the first attempts to put out the fire do not succeed, evacuate the building immediately.
7. Doors, and if possible, windows should be closed as the last person leaves a room or area.
8. When they hear fire alarm sound, all personnel in the affected areas shall evacuate the building immediately.
9. Upon evacuating the building, persons shall proceed to an area (at least 150 feet from the affected building) where Supervisors are responsible for taking a head count and accounting for all personnel.
10. NO person will be allowed to re-enter the building without permission of Environmental Health & Safety or the Fire Department.
11. You must report all fires to the Environmental Health & Safety. All large fires will be investigated by officers and-or the local fire marshal.

Building Evacuation

You should familiarize yourself with the evacuation routes posted in all campus buildings. If an evacuation order is issued for your building, or if it were necessary to evacuate due to an emergency, fully cooperate with Safety and Security/emergency personnel and:

- Take only keys, wallets and essential belongings with you
- If possible wear weather appropriate clothing
- If you are the last one to exit your room close, and lock doors
- Leave the building immediately
- Do not investigate the source of the emergency

- Walk, don't run, to the nearest exit
- Use stairs, not elevators
- Assist people with special needs
- If there is no immediate danger, persons with disability/mobility limitations should shelter in place and call Safety and Security at 718-505-1024(ext. 130 from Campus phones) to report location and number of people needing assistance
- If there is imminent danger and evacuation cannot be delayed, the person with a disability should be carried or helped from the building in the best and fastest manner (the person with the disability is the best authority as to how to be moved out of the building)
- If you are unable to evacuate, call Safety and Security at 718-505-1024 (ext. 130 from Campus phones) and report your location
- As you make your way out, encourage those you encounter to exit as well
- Follow instructions of the Department of Safety and Security or other identified emergency personnel
- Wait for instructions before returning to your building after an evacuation

Medical Emergency

If someone is injured or becomes ill:

- Stay Calm
- Dial **911** and explain the type of emergency, the location, condition, and number of victims
- Call Safety and Security at 718-505-1024 (Ext. 130 from campus phones). Let them know that 911 has been called
- Let the dispatcher know of any safety hazards - chemical spill, fire, fumes, etc.
- Do not hang up unless told to do so by the dispatcher
- Do not move the victim unless there is danger of further injury if s/he is not moved
- Render first-aid or CPR only if you have been trained
- Do not leave the injured person except to summon help

- Comfort the victim until emergency medical services arrive
- Have someone stand outside the building to flag down the ambulance and/or Safety reach the vicinity

Bomb Threat

If you receive a bomb threat, remain calm and:

1) Obtain as much information as possible:

- Write down the number from where the call is coming
- Write down the exact time of the call
- Write down as accurately as possible the statements made
- Listen to the voice to determine the sex, age, accents, lisps, tone, etc. (Note any distinguishing feature)
- Listen for background noises
- Try to signal a for someone else to also listen on the telephone line, if possible
- Do not hang up and stay on the line as long as possible; wait for the caller to hang up

2) Keep the bomb threat caller talking, and ask as many questions of the caller as you can:

- When will the bomb go off? How much time remains?
- Where is the bomb located?
- What does it look like?
- What kind of bomb is it?
- How do you know about this bomb?
- Why was it placed here?
- Who are you?
- What is your name?

3) Call **911** immediately and then

the **Department of Safety and Security** at 718-505-1024 (ext. 130 from Campus phones)

4) Complete a [**Bomb Threat Checklist**](#) form and have it ready, along with your notes from the call, for responding Officers. It is recommended to have a [**Bomb Threat Checklist**](#) form handy, and follow it while receiving the threat

Hostile Intruder/Active Shooter

HOW TO RESPOND WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY

(You must quickly determine the most reasonable way to protect your own life)

1. Evacuate

- Have an escape route and plan in mind
- If you can safely exit the building, do so and run to a secure location
- Leave your belongings behind
- Keep your hands visible as you exit the building
- Once at a safe location, call 911 (9-911, if using a campus phone_ and report what you know.

2. Hide Out

- If you cannot exit the building safely, you should Shelter In Place
- Move into your room, a classroom, or office and lock the door
- Barricade the door by placing desk/chairs in front for the hall way door
- Cover any windows or openings that have a direct line of sight into the hallway
- Turn off lights and seek shelter behind/under chairs or desks
- Remain calm and as quiet as possible
- When it is SAFE to do to, call 911 (9-911, if using a campus phone) and report what you see/hear
- Keep the classroom/room secure until police arrive

3. Take Action

- As a last resort only when your life is in imminent danger
- Spread out using desks and chairs as protection
- Attempt to incapacitate the shooter as a group
- Act with aggression by throwing items at the shooter and rush the shooter as a group to disarm his/her

INFORMATION YOU SHOULD PROVIDE WHEN CALLING 911

- Location of the active shooter (building, floor and room)
- Number of shooters (if more than one)
- Physical description of shooter(s)
- Number and type of weapons held by the shooter(s)
- Number of potential victims at the location

HOW TO RESPOND WHEN LAW ENFORCEMENT ARRIVES ON THE SCENE

- Remain calm and follow officer's instructions
- Immediately raise your hands and spread your fingers
- Keep you hands visible at all times
- Avoid making quick movements toward officers

- Avoid pointing, screaming or yelling
- Follow all commands while you are removed from to scene

Utility Failure and Natural Disaster

Utility Failures

These may include electrical outages, plumbing failure/flooding, gas leaks, steam line breaks, ventilation problems, elevator failures, etc. Vaughn's Facilities Operations and Management (FO&M) has procedures and personnel to deal with utility failures and resumption of service. For your personal safety, in the event of a utility failure:

- Remain calm
- Immediately notify Safety and Security at 718-505-1024 (ext. 130 from Campus phones)
- If the building must be evacuated, follow the instructions on [Building Evacuation](#)
- Unplug all electrical equipment (including computers) and turn off light switches
- Use a flashlight: Do not light candles or use other kinds of flames for lighting
- Laboratory personnel:
 - Secure all experiments, unplug electrical equipment, and shut off research gases prior to evacuating
 - Close all fume hoods and chemical containers
- Elevators:
 - If passengers are trapped in an elevator, advise them to stay calm and tell them you are getting help
 - If it is safe for you to stay in the building, stay near the passengers until assistance arrives
- If you are trapped in an elevator, help will be there soon:
 - Remain calm
 - Use the Call Button or Phone to call for help
 - Do not try to climb out or exit the elevator without assistance

Floods

Minor or area flooding on campus could occur as a result of a water main break, loss of power to sump pumps, or major multiple rainstorms. Safety and Security monitors the National Weather Service, and other emergency advisory systems to stay abreast of weather and alert related conditions and will provide instructions should they be necessary. For imminent or actual flooding, and only if you can safely do so:

- Secure vital equipment, records, and other important papers
- If present in your area, report all hazardous materials (chemical, biological, and/or radioactive) to Safety and Security at 718-505-1024 (ext. 130 from Campus phones) or to Environmental Health and Safety at 347-840-1452
- Move to higher, safer ground
- Shut off all electrical equipment
- If in a lab, secure all laboratory experiments
- Do not attempt to drive or walk through flooded areas
- Wait for further instructions on immediate action from Safety and Security
- If the building must be evacuated, follow the instructions on Building Evacuation
- Do not return to your building if you have been evacuated by flooding until you have been instructed to do so by College personnel
- If you are assisting with flood cleanup, report immediately to Environmental Health and Safety any oil, chemical, or radioactive materials suspected of mixing with flood waters

Tornadoes

A “**Tornado Watch**” means that tornadoes could potentially develop. A “**Tornado Warning**” means a tornado has actually been sighted. If you see a tornado, report it immediately by calling 911, and seek shelter or safety:

- Go to a basement, underground excavation, or lower floor of interior hallway or corridor (preferably a steel-framed or reinforced concrete building)
- Seek shelter under a sturdy workbench or heavy furniture if no basement is available
- Listen for reports and siren/public address announcements
- Avoid:
 - Top floors of buildings
 - Areas with glass windows or doors
 - Auditoriums, gymnasiums, cafeterias, or other areas with large, free-span roofs

- If out in the open:
 - Cars -do not wait out the storm in a car; cars are not safe in tornadoes
 - Move away from the path of the tornado at a right angle direction
 - Lie flat in the nearest depression, ditch, or ravine if there is no time to escape

Earthquakes

Earthquakes are more common in the western United States, but they do occur in the Tri-state area as well. In the event of an earthquake:

- Stay away from large windows, shelving systems, or tall room partitions
- Get under a desk, table, door arch, or stairwell
- If none of these is available: move against an interior wall and cover your head with your arms
- Remain under cover until the movement subsides
- After the shaking stops, survey your immediate area for trapped or injured persons and ruptured utilities (water, gas, etc.)
- If damage has occurred in your area, inform Safety and Security immediately at 718-505-1024 (ext. 130 from Campus phones)
- If it is safe to do so, remain at your location and await further instructions from College personnel
- Do not evacuate until instructed by emergency personnel
- Laboratory personnel:
 - Exit the lab to the corridor
 - Duck and cover near an interior wall
- If out in the open:
 - Stay in an open area away from buildings, power lines, trees or roadways
 - If in a car, pull over and stop. Do not park under an overpass or near a building. Be cautious about driving again, in the event roads are damaged
- After an earthquake:
 - Put on enclosed shoes to protect against broken glass
 - If the power is out use a flashlight. Do not light a match or candle
 - Be alert for safety hazards such as fire, electrical wires, gas leaks, etc.
 - Check on others. If there are injuries or other urgent problems, report them to Safety and Security at 718-505-1024 (ext. 130 from Campus phones)
 - Give or seek first aid. Assist any disabled persons in finding a safe place for them

- Evacuate if the building seems unsafe or if instructed to do so:
 - Use stairs, not elevators
 - Unplug small electrical appliances
 - Bring keys, purses, wallets, warm clothing
- Be prepared for aftershocks
- Cooperate with emergency personnel, keep informed, and remain calm

Shelter in Place/Safe Shelter

Shelter in Place is useful when evacuation is not an option. Refuge is sought in an interior room with few or no windows.

It may be necessary to shelter in place following the intentional or accidental release of chemical, biological, or radiological contaminants into the environment. Shelter in place may also be necessary in the event of a hostile intruder on campus.

Shelter in place procedures will be initiated through the various notification systems used by Vaughn College.

- Stop classes and/or other operations in the building.
- If there are visitors in the building, provide for their safety by asking them to stay—not leave. When public safety officials provide directions to shelter in place, they want everyone to take those steps immediately, where they are.
- Close and lock all doors, windows, and other openings to the outside.
- If necessary/possible, turn off heating or cooling system.
- Select interior room(s) above the ground floor with the fewest windows and vents. The room(s) should be large enough for everyone to sit comfortably and quietly. Use multiple rooms if necessary.
- Lock the door to any rooms being used and draw the curtains/shades or cover the windows. You should not be visible from the outside or from the corridor.
- Ideally, choose room(s) with hardwired telephones as cellular networks may be unavailable. Use these phones to report any emergencies.
- Stay away from windows and doors.
- In the event of a hostile intruder, remain absolutely quiet and follow steps outlined in the “Hostile Intruder/Active Shooter” section.
- Remain calm and await further instructions.

DO NOT leave the room until directed to do so by a public safety official.

Suspicious Package or Object

If you have any reason to believe that a letter or parcel is suspicious, **DO NOT** take a chance or worry about embarrassment. Call Safety and Security immediately at **718-505-1024 (ext. 130 from campus phones)**..

- **DO NOT** touch the package or object.
- **DO NOT** tamper with the package or object.
- **DO NOT** attempt to move the package or object.
- **DO NOT** open the package or object.
- **DO NOT** put the package or object in water or an enclosed space, such as a drawer or box.
- Isolate the package or object and evacuate the immediate area.

Characteristics of Suspicious Packages

- Special deliveries, foreign mail, or air mail.
- Restrictive markings such as “Confidential” or “Personal.”
- Excessive postage.
- Handwritten or poorly typed addresses.
- Incorrect titles.
- Misspelled words.
- Stains or discoloration on the package.
- Excessive weight.
- Rigid, lopsided, or uneven envelopes.
- Protruding wires or aluminum foil.
- Excessive tape or string.
- Visual distractions such as illustrations.
- No return address.

Plane Crash

Due to Vaughn College's proximity to a major airport there is an increased likelihood that the college may have some involvement in a plane crash. If you witness a plane crash immediately call 911 and Public Safety at 718-505-1024 (ext. 130 from campus phones) and report the location of the crash.