

**STATE UNIVERSITY OF NEW YORK
COLLEGE AT OLD WESTBURY
EMERGENCY RESPONSE PROCEDURES
QUICK REFERENCE GUIDE**

In case of Emergency the College is committed to (1) protecting the lives and health of the members of the College community, (2) preserving the College property, (3) communicating promptly and clearly, and (4) restoring College operations. The emergency response procedures in this guide are designed to help you with possible emergency situations. Please become familiar with its contents. In the event of an emergency, this guide will serve as a quick reference for effective action. It should be kept in an easily accessible location at all times, preferably beside the telephone. Students, faculty, and staff should familiarize themselves with these procedures on an annual basis. If there are questions or comments on these procedures, please contact University Police, the Environmental Health & Safety Officer, or any campus administrator.

Emergency Response System

The College has developed an Emergency Response System that provides:

- Common organizational structure, terminology, and operating procedures.
- Establishes a clear chain of command for effective management of an incident.
- Provides for an effective interfacing of College personnel with emergency agencies.

The Emergency Response System focuses on:

- The rapid identification of a potential emergency.
- Evacuation and denial of entry, as needed.
- Quick notification of the proper authorities.
- Initiation of mitigation and recovery efforts in conjunction with proper authorities.

In case of Emergency, the Incident Commander (University Police) together with the Public Information Officer, Safety Officer, Liaison Officer, College Administrators, and Emergency Response Teams will work together to communicate the nature of the emergency to the College Community and initiate the appropriate response.

**You Must Call University Police at X-3333
for Campus Emergencies**

Emergency Numbers

University Police	516 876-3333
*Fire/Rescue/Police	911
Office of Residential Life	516 876-3210
Student Health Services	516 876-3250
Main Switchboard	516 876-3000
Events Hotline	516 876-3030
Counseling Service	516 876-3053
Disability Services	516 876-3009
Vice President of Student Affairs	516 876-3175
Vice President of Academic Affairs	516 876-3135
Facilities Management	516 876-3302
Heating Plant	516 876-3254
Environmental Health & Safety	516 876-2787

*** Contact University Police initially for all Campus related emergencies.**

Note: Blue Light Emergency Phones are located throughout campus and can be used to directly contact University Police in an emergency. Just pick up the phone and follow the directions.

Communication Alerts

The Emergency Response System will provide communication alerts to inform the College Community as to the status of an incident.

The College presently utilizes the following methods of communication during emergency situations:

- Two-way radio communication
- Telephone notification
- Satellite telephones
- Email notification
- Campus telephones
- Blue light emergency telephones
- Messengers/runners
- Voice mail
- Text Messaging

SUNY NY – Alert Emergency Information System

The SUNY NY Alert system will send text messages, email announcements, and automated voice mail messages to subscribers in the event an emergency occurs at Old Westbury. This system will also be used during inclement weather to announce class cancellations.

How Do You Sign Up:

College Students and Faculty (Banner System)

1. Visit the College Website: www.oldwestbury.edu
2. Click on the “Student Information System” link at the top of the page.
3. Click on: Login to Secure Area:
 - a. Use your ID Number
 - b. Use your Pin Number
4. Complete the brief survey registration process for SUNY NY- Alert.

College Faculty and Staff Members (SUNY website)

1. Visit www.suny.edu
2. Click on the “Faculty, Staff and Employment Link.
3. Sign on from the initial SUNY Employee Service Page, Sign on Using the Secure Sign
4. Look for the “SUNY Emergency Contact System/NY Alert” Symbol and click on it.

Communication Alerts (Cont.)

College Visitors and Contracted Workers (Alternate Website)

1. Visit www.suny.edu/emergencycontact/
2. Complete the brief survey registration process.

SUNY College at Old Westbury Emergency Situation Guidelines

Incident types are based on the National Incident Management System (NIMS) six levels of emergencies. The Old Westbury Emergency Situation Guidelines increase in level of complexity in descending order from Type 5 to Type 1 which is most complex emergency response.

Type 5: An emergency situation that is contained immediately or resolved within a few hours.

Examples:

- University Police traffic stops
- An injured person requiring first aid or minor assistance.
- A short term loss of electricity

Type 4: Incidents resolved by College employees with assistance or advice from University Police, Facilities Dept, and/or Environmental Health & Safety.

Examples:

- Automatic Fire Alarm Activation
- Small Chemical Spill
- Localized water pipe break affecting a portion of the building
- Labor Dispute
- Student Demonstration

Type 3: A situation which has escalated and may adversely impact or threaten life, health, or property within a single area and control of the incident requires additional assistance.

Examples:

- Residence hall room fire
- Chemical spill (Hazmat response required)
- City water main break
- Trench cave-in
- Loss of heat or power to a building for a prolonged term

SUNY College at Old Westbury Emergency Situation Guidelines (Cont.)

Type 2: A situation that adversely impacts or threatens life, health, or property which may impact on the College on a large scale requiring additional outside agency personnel.

- Loss of heat & power (multiple buildings)
- Fire affecting the entire residence hall
- Hostage situation
- Large scale civil unrest

Type 1: A situation that adversely impacts or threatens life, health, or property at the College on a large scale and control requiring the assistance from multiple agencies and College departments working together. Possibility for long term implications.

- Large-scale chemical release
- Earthquake
- Major power outage
- Ice storm
- Nor'easter or Hurricane

Homeland Security Advisory System

The NYS Homeland Security Advisory System used by the state to communicate to the community in the event of an emergency:

Level Red – Severe Condition (Imminent Risk)

This condition is declared when there is a severe risk of terrorist attacks. The following measures should be considered:

Examples:

- Increase or redirect personnel to address critical emergency needs;
- Assign emergency response personnel, pre-position, and mobilize trained teams and resources;
- Monitor, redirect, or constrain transportation system; and
- Close public and government facilities.

Level Orange – High Condition (High Risk)

This condition is declared when there is a high risk of terrorist attacks. The following measures should be considered.

Level Orange – High Condition (High Risk) Cont.

Examples:

- Take additional precautions at public events and possibly considering altering venue or cancellation;
- Prepare to utilize evacuation contingency plans such as dispersing the workforce or moving to an alternate location;
- Restrict facility access to essential personnel only.

Level Yellow – Elevated Condition (Elevated High Risk)

This condition is declared when there is a significant risk of terrorist attacks. The following measures should be considered:

Examples:

- Increase surveillance of critical locations
- Coordinate emergency plans as appropriate with nearby jurisdictions;
- Assess whether the precise characteristics of the threat require the further refinement of preplanned Protective Measures;
- Implement as appropriate, contingency and emergency response plans.

Level Blue – Guarded Condition (Guarded Risk)

This condition is declared when there is a general risk of terrorist attacks. The following measures should be considered:

Examples:

- Check communications with designated emergency response or command locations;
- Review and update emergency response procedures; and
- Provide information to the public which will strengthen their ability to respond appropriately.

Level Green – Low Condition (Low Risk)

This condition is declared when there is a low risk of terrorist attacks. The following measures should be considered.

Examples:

- Refining and exercising as appropriate preplanned Protective Measures;
- Ensuring personnel receive proper training on the Homeland Security Advisory System and specific agency Protective Measures; and
- Assess all facilities for vulnerabilities to terrorist attacks and develop a process to mitigate these threats.

Evacuation Assembly Areas

- If evacuation of a building is necessary, walk quickly to the nearest available emergency exit or stairwell that can be reached safely.
- Go to the nearest evacuation assembly area (you will see people gathering and the Assembly Area Coordinator holding a colored sign)
- Check in with the Assembly Area Coordinator
- Notify Assembly Area Coordinator or University Police of any persons left in the building
- Remain in the Evacuation Assembly Area until an “All Clear” is given
- Do not Re-Enter the building

Please become familiar with the emergency evacuation procedures and assembly area locations for each building.

Emergency Evacuation of Disabled Persons

- Elevators will not be used for emergency evacuations or practice drills.
- When classes and activities for the disabled are conducted above the first floor, designated faculty, staff members, and other persons responding to the emergency or practice drill will use the following evacuation procedure:
 - Escort walking disabled from the multi-level evacuation points to designated first level assembly areas outside the building where the alarm is sounded.
 - Escort wheelchair-bound/immobile disabled to pre-determined stairwell landings when the alarm is sounded. The evacuation team will provide assistance to evacuate the disabled individual from the designated stairwells using proper lifting and carrying team techniques.
 - The Building Level Coordinator, Assembly Area Assistant, or college personnel must be contacted immediately and advised of any person not accounted for.

Lockdown/Lockout Procedures

These procedures are used when there is an immediate and imminent threat to building occupants.

Building Lockdown Emergency Response

All college personnel and students are to remain secured in the rooms they are currently in and no one is allowed to leave until the situation has been curtailed. This will allow University Police time to address building emergency/threat and reducing the risk of contact with any innocent bystanders in the immediate area.

- Lockdown signal is given – Initiated by College Personnel
- Call University Police X-3333
- Faculty/Staff will follow preset instructions to secure doors, turn off lights, cover windows, pull shades, and move students out of the line of sight of the doors or windows.
- Faculty/Staff shall take attendance and record students that are in the room, missing and extra students from the hall and await further instructions.
- Faculty/Staff are not allowed to open doors for **ANYONE** under **ANY CIRCUMSTANCES**.
- All activities cease.
- Any individuals who remain outside the building during a building lockdown procedure must take shelter in the next closest building.

Building Lockout Emergency Response

This procedure is used to allow for the continuation of classes, but curtails outside activities, and allows no unauthorized personnel into the building. Most commonly used when an incident has occurred outside of the building, or off college property.

- Call University Police X-3333
- Activate building emergency response plan and implement Incident Command System in accordance with the safety plan.
- Activate the Emergency Response Team
- Faculty/Staff and students proceed to their designated locations in an orderly fashion.
- Allow faculty/students/staff who are outside of the building to immediately return inside.
- Monitor main entrance and allow only **AUTHORIZED** personnel into the building.
- Administrators/Custodians/Assigned staff – lock and secure all exterior doors and entrances.
- Depending on the emergency, college campus entrances may be closed.

Appropriate Responses for Specific Types of Emergencies

Fire

- **Pull fire alarm to alert all building occupants**
- **Call University Police at ext. 3333**
- **Immediately evacuate the building**
- **DO NOT USE ELEVATORS**
- Walk quickly to the nearest available exit that can be reached safely
- If you encounter smoke during your exit, **do not walk upright... crawl. The air is cooler and less toxic near the floor**
- Choose another route, if smoke is present in an evacuation route
- Help persons requiring assistance out of the building or to the nearest stair landing
- Notify the fire warden or emergency personnel of any persons remaining in the building
- Go to the nearest Evacuation Assembly Area
- Remain in the evacuation assembly area until the "All Clear" is issued

Medical and First Aid

- **In case of a life-threatening emergency: call 911** and then notify University Police
- Non life-threatening emergency; contact University Police, x 3333
- And/or Student Health Services x 3250

Automatic External Defibrillators (AED) & CPR

The College at Old Westbury is committed to saving lives by implementing and maintaining a public access defibrillator (PAD) program. AEDs are strategically placed in various locations throughout the College campus. University Police and Student Health Services are the primary first responders for AED/CPR medical related emergencies campus-wide. However, there are trained personnel located in other departments and programs.

- **Dial 3333**
- **Every minute counts!**
- Each minutes saved increases the victim's survival rate by 10 percent.

Maintenance/Utility Failures

In case of:

- Power, water, or natural gas leaks
- Water main breaks
- Elevator malfunctions

Contact the Facilities Department, x 3302 or the Heat Plant, x 3254 - (open 24 hours)

Winter Weather Emergency (snow, ice)

The University Police, Asst. to the President for Administration, and College Administrators will monitor conditions that may disrupt College activities. If conditions warrant, the College President or designee will make the decision to cancel classes. The College Public Information Officer will notify the media of any class cancellations or college closings. Contact the College at x 3030 for information concerning class cancellations or College closings, or monitor the following media channels:

Radio

WALK – 97.5 FM
WBLI – 106.1 FM
WCBS – 880 AM
WHLI – 1100AM
WHJY – 98.3 FM
WMJC – 94.3 FM
WINS – 1010 AM

Television

News 12 Long Island
Cablevision Channel 12
WNBC – TV Channel 4

Shelter in Place

The term Shelter in Place, means to seek immediate shelter and remain there during an emergency rather than evacuate the area. It is always preferred to evacuation. A Shelter in Place emergency response procedure shall be used when an evacuation of the building is not safe. This most commonly used during intruder situations and bomb threats emergencies occurring at another on campus locations, weather related emergencies, and local/state emergencies.

- The preferred Shelter in Place locations would be a gymnasium, cafeteria, interior room, hallway, basement, and interior stairwell.
- Stay away from windows, doors, and outside walls. go to the center of the room.
- Close all blinds and curtains.
- Stay in the shelter location until the danger has passed or until you receive an "All Clear".

Reporting and Handling of Crimes

In the event that you observe a crime in progress, believe a crime may be in progress, or are the victim of a crime: **call University Police at ext. 3333, immediately.**

Report suspicious persons or activities; all calls are kept confidential. When in doubt, report it, but do not attempt to apprehend or interfere with the criminal, except in case of self-protection.

If it is safe to do so, take time to record a mental **description of the suspect.** Note the:

- Height
- Weight
- Sex
- Color
- Approximate age
- Clothing
- Method and direction of travel
- Person's name, if known.

All this takes only a few seconds and is of significant help to the investigating officers.

If the suspect is entering a vehicle, note the:

- License plate number
- Make and model
- Color
- Outstanding characteristics.

When calling University Police, give your name, location, and department. Advise them of the situation, and remain where you are until an officer arrives.

Protect the crime scene; do not clean or disturb the area. In case of a serious crime, do not allow anyone to enter the area until University Police or the local Police have secured and examined the area.

Violent Person Procedures

Upon recommendation of the University Police, college officials, or college personnel or when there is a significant security concern everyone should remain calm and follow the following procedures.

Violent Person Procedures (Cont.)

- Move to the nearest location that can be secured and locked.
 - If a locked door is not available, move as far away from the threat as safely possible.
 - Notify University Police at X-3333 or 516 521-0712
 - Inform University Police of the whereabouts of the intruder, if known.
 - Remain quiet and do nothing that will draw attention to you.
 - Assist others
 - Allow trusted individuals into your secure location
- When the security threat is over, University Police will move through the entire building and notify everyone that the threat is gone.

Violent Incidents Involving Fire Arms and Other Dangerous Behaviors

It is important to follow the direction and/advice of emergency response officials. Every situation is unique and complex. Some procedures may vary from incident to incident and building to building. If someone has entered a building with a weapon or if you hear gunshots, immediately do the following:

- **Seek Secure Shelter:** If possible go to the nearest room or office with a lockable door. It is critical to get out of the line of fire. Notify others to do the same.
- **Call University Police x-3333:** from any campus phone or 911 from outside the campus. Do not call 911 from a campus phone (may result in a delay in response.) Violent incidents evolve rapidly and violent individuals are unpredictable in their behavior.
- **Provide Police with the Following Information:**
 - 1) Your location
 - 2) Where the shots came from
 - 3) Number of people in your immediate location
 - 4) Physical description of person(s) involved (height, weight, clothes, physical characteristics, sex, location of travel, and weapon(s) (if known).

Keep your phone line open and remain on the line with the dispatcher.

- **Close and Lock the Door or Barricade Door if there is no lock.**
- **Close, Pull Shades and Cover Windows**
- **Turn off the Lights and Get Down on the Floor**
- **Keep Absolutely Quiet**
- **Do Not Evacuate unless you are told to do so, or you are in Imminent Danger.**
- **Do not Answer the Door or Speak to Anyone.** Wait

Bomb Threat Checklist

Exact time of call:

Exact words of caller:

Questions to Ask:

- When is the bomb going to explode?
- Where is the bomb?
- What does the bomb look like?
- What will cause it to explode?
- What kind of bomb is it?
- Did you place the bomb?
- Why?
- Where are you calling from?
- What is your address?
- What is your name?

for the police to identify themselves before responding and taking directions.

- **Once you have reached safety**, you may contact family and friends to let them know that you are safe. Please direct them not to come to the campus due to increased traffic issues and police investigation activities.
- **Follow Police Directions**

Civil Disturbance or Demonstration

- All demonstrations should be immediately reported to University Police, x 3333.

Bomb Threats

If you should receive a bomb threat:

- Remain as calm as possible on the phone
- Gain as much information about the bomb location/detonation time as possible
- Ask as many questions contained on the ATF Bomb Threat Checklist (see next page) as possible during the length of the phone call
- If you have caller-ID, make certain to record the phone number that appears on the screen
- After the call has ended, **IMMEDIATELY** contact University Police at x 3333.
- Additionally, in order to avoid possible unnecessary panic amongst members of the College community, refrain from relating the contents of the bomb threat call (or any other information about the call) to anyone else before making this notification

(See Additional Bomb Threat Information - next page)

Caller's Voice (circle):

Calm	Rapid	Squeaky
Slow	Stressed	Normal
Crying	Nasal	Male
Slurred	Lisp	Female
Stutter	Excited	Loud
Deep	Disguised	Sincere

If the voice is familiar, whom did it sound like?

Where there any background noises?

Remarks:

Person receiving call:

Telephone number at which call was received:

Date:

Report call immediately to **University Police at 876- 3333.**

Additional notes/information:

