



Emergency Response Plan

2006-07

SUNY College at Old Westbury

Emergency Response Plan

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CAMPUS EMERGENCY OPERATIONS: CONCEPT, STRUCTURE AND ACTION

FUNCTIONAL ORGANIZATION

It is impossible to predict when and where a campus emergency may take place or the extent and magnitude of such an emergency. In preparation for such a situation, it is important that SUNY College at Old Westbury have emergency plans and procedures to respond accordingly. As a result of recent terrorism, natural and man made disasters and general on site emergencies, the Federal Government has determined that the country would best be served by a National Incident Management System (NIMS) that center on an Incident Command System (ICS) that may and almost assuredly have college emergency incidents being addressed by both campus and external responders.

Every SUNY College at Old Westbury employee can potentially play a role in the Incident Command System. Perhaps the most critical aspect of ICS is communication between different on and off campus responders during which available resources are brought to bear to resolve the emergency and accurate reporting from the scene and definable command structure are essential to providing adequate emergency response. Similarly, the campus community must receive up-to-date instructions concerning disaster response procedures and news of the evolving incidents and must familiarize themselves with current safety initiatives and directives on campus.

ROLE OF STUDENTS

Every student should familiarize themselves with the emergency procedures and evacuation routes in buildings they live in or use frequently. Students must be prepared to assess situations quickly but thoroughly, and use common sense in determining a course of action. They should evacuate assembly areas in an orderly manner when an alarm sounds or when directed to do so by emergency personnel.

ROLE OF FACULTY AND STAFF

Every member of the faculty and staff should read and understand both their building and Department Emergency Plans and familiarize themselves with their emergency procedures and evacuation routes. Employees must be prepared to assess situations quickly but thoroughly, and use common sense in determining a course of action. They should follow Emergency Plan procedures to report fire or other emergencies that require immediate attention, and evacuate the building to pre-designated areas in an orderly manner. Faculty members are seen as leaders by students and should be prepared to direct their students to assembly areas in the event of an emergency.

ROLE OF THE BUILDING COORDINATOR (BC)

Each Building Coordinator is responsible for developing a Building Emergency Plan. Building Coordinators are responsible for ensuring that Building Emergency Response Team (BERT) is designated. In the event of an emergency, the Building Coordinator is responsible for coordinating safe evacuation (with the assistance of BERT). The Building Coordinator acts as the liaison to the Emergency Operation Center (EOC).

BUILDING EMERGENCY PLAN

Developed under the guidance of the Building Coordinator, the Building Emergency Plan is a building-specific operational guide outlining emergency operations and responsibilities. Building Emergency Plans go into effect in the event of an emergency, allowing the Building Coordinators to evacuate personnel to their designated evacuation areas. This Building Emergency Plan will have clearly identified an Immediate Assembly Area (IAA) designated by your Building Coordinator as a location to which occupants of the building are to make their way in the case of a limited emergency condition or to receive further instructions relative to the emergency condition.

OVERVIEW OF THE SUNY COLLEGE AT OLD WESTBURY EMERGENCY RESPONSE PLAN

INTRODUCTION

PURPOSE The purpose of this Emergency Response Plan is to develop, implement and maintain a comprehensive emergency management program for emergencies and or major disasters, whether natural or technical that effect the ability of the SUNY College at Old Westbury to perform its educational function. The plan has at its base the National Incident Management System (NIMS) to facilitate and guide the response. It should be noted that each emergency incident has different effects on the campus community and the response may range from the simple evacuation of a building because of a small fire to a significantly more severe emergency incident. In instances such as the latter, the college will most definitely be supported in its response by entities from the Nassau County Police Department, Nassau Department of Emergency Management, Jericho and or Westbury Volunteer Fire Departments and numerous other supporting organizations.

SCOPE: This emergency response Plan applies to all students, faculty, staff and visitors to the SUNY College at Old Westbury and is to be responsive to all levels of campus emergency

AUTHORITY: This plan has been developed under the authority of the President of the College at Old Westbury and the Chief of University Police.

Legal authority is based on:

- OSHA 29 CFR 1910.38(a)
- New York State Executive Law Article 2-B State and Local Natural and Man-Made Disaster preparedness
- FEMA National Response Plan NIMS Compliance

ACTIVATION: The President of the SUNY College at Old Westbury or designee, has the authority to declare a campus wide emergency condition and may activate the Emergency Response Plan at the appropriate level of response. The Executive Vice President can declare a campus wide emergency in the absence of the President. The decision to activate the Emergency response Plan will be made with the input of the Chief of University Police, the Director of Maintenance and Operations and members of the College Cabinet.

The Governor of the State of New York solely has the authority to close the College.

Emergencies which do not require the activation of the Emergency Response Plan will be handled by campus internal personnel and resources available.

COMPREHENSIVE EMERGENCY MANAGEMENT: An all-inclusive approach to program implementation, combining the four phases of emergency management.

- **Mitigation:** Actions that eliminate or reduce the probability of a disaster.
- **Preparedness:** Actions taken by the college that saves lives and minimize damage to property.
- **Response:** Actions that prevent loss of lives and property and provide emergency assistance.
- * **Recovery:** Actions taken both short and long term to return all systems to normal.

SCOPE OF EMERGENCY AND SITUATIONAL LEVELS

This plan addresses emergencies on four levels so as to appropriately proportion the college response.

Level 1

Definition: An unplanned event that is not likely to adversely impact or threaten life, health or property. Control of the incident is within the capabilities of College employees, equipment and technical skills, and the duration of the incident is determined to be short term.

Criteria:

1. Incident resolved by College employees with the assistance from University Police, Maintenance and Operation and or the Physical Plant, etc.
2. An outside agency may be involved as a precaution as part of existing standard operating procedures.
3. Written reports relative to the incident are filed with the University Police Department or appropriate entity at the College.
4. No outside medical assistance is required.
5. Establishment of a Command post and or operational group is optional.
6. After incident report or review of response is optional at discretion of College President.

Examples: Automatic fire alarm, sprinkler activation, small chemical spill, localized water pipe break affecting portion of building, localized unidentifiable odor, student demonstration, criminal activity etc.

Level 2

Definition:

An unplanned event that may adversely impact or threaten life, health or college property within a singular / controlled area on campus. Control of the incident may involve outside agency assistance

Criteria:

1. Resolution of the incident involves both the College staff and resources and outside agency personnel.
2. Evacuation if necessary is short term and affects immediate localized area.
3. Duration of the incident may be within six hours.
4. University Police takes internal measures to protect life and property.

5. Office of Health Services plan for medical response to include recommendation for outside assistance.
6. Command Post established remote from incident location.
7. Written report submitted as directed with damage estimate, injury report and agencies involved.
8. Incident after action critique held as directed by the Office of the President.

Examples: A campus Resident Life fire, a chemical spill requiring a disruption of services and a hazard material team response, a suicide, a water main break involving a significant part of a building disrupting normal services, an odor, heat, power outage or criminal activity that effects college operation for a significant period of time.

Level 3

Definition: An unplanned event that may adversely impact or threaten life, health or property on a large scale at one or more locations on campus. Control of the incident will require specialists in addition to College and outside agency personnel and long term effects are possible.

Criteria:

1. Resolution of the incident involves both college and outside personnel and resources.
2. Evacuation may be long term and effect a substantial part of the college.
3. Duration of the incident may be for 2 days.
4. University Police procedures in effect to protect community and college property.
5. Medical needs are evaluated and liaison is established with Syosset or Nassau County Medical Center.
6. Command Post and Operational Center is established.
7. Communications Center established to coordinate media and College related communications.
8. Written after action report submitted including narrative, damage estimate, injury report, assessment of down time and agencies participating in incident response.
9. Incident critique is held for college members.

Examples A water main break involving service to multiple buildings or a break affecting an entire academic or residential building, loss of heat or power or a fire that affects an entire academic or residential life building, a chemical spill or unidentifiable odor affecting similar campus buildings, or a criminal act with similar operational consequences.

Level 4

Definition: An incident occurring at the College which adversely impacts or threatens life health or college property on a large scale. Control of the incident will require multiple agencies and multiple college personnel and resources. Long term effects are likely.

Criteria:

1. Serious hazard or severe threat to life, health and property.
2. Resolution of incident involves community and multi-jurisdictional and College multi-departmental involvement.

3. Major evacuation of College with the implementation of a College relocation or Residential Life evacuation plan.
4. Duration of event is unpredictable
5. University Police procedures of evacuation and protection of property.
6. Medical needs evaluated and communication with Syosset and Nassau Medical Center Hospitals.
7. Command and Emergency Operational center established.
8. Communication center established to coordinate media and communications on and off campus.
9. Long- term recovery plan established.

IDENTIFICATION OF GENERAL EMERGENCY CONDITIONS

1. Natural Elements
2. Civil Disorder
3. Structural
4. Utility
5. Transportation
6. Chemical
7. Off campus incident warranting College assistance
8. Criminal activity
9. Medical disease condition

IDENTIFICATION OF EMERGENCY PROGRESSION OF EMERGENCY RESPONSE

1. WATCH Signs of impending problem
2. WARNING Notification of impending problem
3. MOBILIZE Begin to operate pursuant to the Emergency Plan
4. ACTION Execute under full scale emergency operation
5. OPERATION Continue emergency operation
6. HOLD Stop execution of emergency plan pending further notification
7. DEMOBILIZE Revert to normal operations.

IDENTIFICATION OF EMERGENCY NOTIFICATION PROCEDURES TO COLLEGE COMMUNITY

If a campus emergency exists that is building or campus specific and necessitates a college community response, notification of such will be made as follows:

1. College e-mail accounts
2. College web based radio and cable TV channels
3. Posting on College telephone hotline at 516-876-3030
4. Personal notification to community by College officials
5. Building Coordinator communication to occupants of building.
6. Activation of College fire alarm mechanisms.

GENERAL EVACUATION PROCEDURES

An evacuation is defined as the emptying of an occupied area and the transference of its occupants to a safe location. A critical element of any evacuation is transportation. In many campuses and communities, auto-dependent commuters congest roadways to the point of "gridlock." The somewhat dense urban population, high number of resident students and use of transportation alternatives at SUNY College at Old Westbury must be taken into account when planning the steps necessary to evacuate all campus occupants, whether they arrived by public transit, single-occupant auto or carpool.

In a major emergency, the decision to implement evacuation procedures generally rests with the Emergency Operations Coordinator (EOC) Jurisdiction Executive (College President or designee). In situations requiring immediate action, public safety responders (Police, Fire, and Environmental Health & Safety) can also order an evacuation. When evaluating a possible evacuation, consideration will be given to the specific threat (bomb, fire, storm, explosion, hazardous materials incident, etc.), its context (time of day, likelihood, etc.) and the recommendation of first responders.

General Information Campus Evacuation

- Any partial or full scale evacuation is a complex and time consuming task that may be burdensome to staff and students.
- A decision to evacuate, the methods utilized to accomplish the evacuation and the extent of the evacuation will be made by the Emergency Operations center (EOC) in concert with appropriate College, town and county emergency responders.
- If the decision is made to evacuate, the EOC will utilize all available methods of public communication on campus to inform the college community
- If a decision is made to evacuate the entire campus, exit the college property in an orderly manner following the directions of the University Police and do not abandon your vehicle or return to your place of work or study at the college.
- Do not put your vehicle in a position where it may block the exit of others or impede access to college roadways. If a roadway is impassable, park your vehicle off the roadway and evacuate by foot.
- There may be a need for the University Police or other responders to utilize your vehicle to move College community to a safe location.

Extent of the Evacuation

- Limited or partial evacuation in which designated areas of a building, a building and / or group of buildings may be evacuated for a specific time
- General evacuation in which the entire campus is evacuated for a prolonged period of time
- It is important to note that regardless of the type or duration of an evacuation that all faculty, staff, student or visitors must comply and listen carefully to College, Nassau County Police or other emergency responders.

Evacuation of Faculty, Staff and Campus Visitors

- In the event of an authorized evacuation, all faculty, staff and campus visitors should leave campus and return to their homes or other safe areas off campus unless told otherwise.

Evacuation Students

- In the event of an evacuation, all students who can provide their own transportation should leave campus and return to their home or other safe location unless otherwise directed.
- Resident students who are in their room or allowed to temporarily return to their room, should secure all medications, valuables and essential items prior to evacuation.
- Students who cannot go home will be transported to a designated shelter by all available means of transportation and shall be notified of such by the Department of Student Affairs.
- Since an evacuation could last for an indeterminable time and as a result the resident student must consider personal items needed to deal with that possibility and as a result should consider changes of clothing, medication, blankets, personal papers, lap top computers and toilet items.
- Take your College ID or other form of Identification, shut off all water and appliances in room and insure that the windows and doors are locked. Notify College authorities of non compliant students.

When evacuating your building or work area:

- Stay calm; do not rush and do not panic.
- Safely stop your work.
- Gather your personal belongings if it is safe to do so. (Reminder: take prescription medications with you if at all possible; it may be hours before you are allowed back in the building.)
- If safe, close your office door and window, but do not lock them.
- Use the nearest safe stairs and proceed to the nearest exit. Do not use the elevator.
- Wait for any instructions from Building Coordinator or emergency responders.
- Do not re-enter the building or work area until you have been instructed to do so by the emergency responders.

A building occupant is required by law to evacuate the building when the fire alarm sounds.

EVACUATION POLICY FOR PEOPLE WITH DISABILITIES

The following guidelines have been adopted by SUNY College at Old Westbury to help evacuate people with physical disabilities. Evacuating a disabled or injured person yourself is the last resort. Consider your options and the risks of injuring yourself and others in an evacuation attempt. Do not make an emergency situation worse.

Evacuation is difficult and uncomfortable for both the rescuers and the people being assisted. Some people have conditions that can be aggravated or triggered if they are moved incorrectly. Remember that environmental conditions (smoke, debris, loss of electricity) will complicate evacuation efforts.

The following guidelines are general and may not apply in every circumstance.

- * Disabled individuals should be identified in each building clearly identifying their work station and specific needs and specific needs.
- Occupants should be invited to *volunteer* ahead of time to assist disabled people in an emergency. If a volunteer is not available, designate someone to assist who is willing to accept the responsibility.
- Volunteers should obtain evacuation training for certain types of lifting techniques.
- Two or more trained volunteers, if available, should conduct the evacuation.
- DO NOT evacuate disabled people in their wheelchairs. This is standard practice to ensure the safety of disabled people and volunteers. Wheelchairs will be evacuated later if possible.
- Always ASK someone with a disability how you can help BEFORE attempting any rescue technique or giving assistance. Ask how they can best be assisted or moved, and whether there are any special considerations or items that need to come with them.
- Before attempting an evacuation, volunteers and the people being assisted should discuss how any lifting will be done and where they are going.
- Proper lifting techniques (e.g. bending the knees, keeping the back straight, holding the person close before lifting, and using leg muscles to lift) should be used to avoid injury to rescuers' backs. Ask permission of the evacuee if an evacuation chair or similar device is being considered as an aid in an evacuation. When using such devices, make sure the person is secured properly. Be careful on stairs and rest at landings if necessary.
- Certain lifts may need to be modified depending on the person's disabilities.
- DO NOT use elevators, unless authorized to do so by police or fire personnel. Elevators could fail during a fire.
- If the situation is life threatening, call University Police at Ext 3333 or -876-6333.
- Check on people with special needs during an evacuation. A "buddy system", where people with disabilities arrange for volunteers (co-workers/ neighbors) to alert them and assist them in an emergency, is a good method.
- Attempt a rescue evacuation ONLY if you have had rescue training or the person is in immediate danger and cannot wait for professional assistance.
- If an outage occurs during the day and people with disabilities choose to wait in the building for electricity to be restored, they can move near a window where there is natural light and access to a working telephone. During regular building hours, Building Coordinators should be notified so they can advise emergency personnel.
- If people would like to leave and an evacuation has been ordered, or if the outage occurs at night, call University Police at ext. 3333 or 876-6333 from a campus telephone to request evacuation assistance from the Fire Department.
- Some multi-button campus telephones may not operate in a power outage, but single-line telephones and pay telephones are likely to be operating.

BLINDNESS OR VISUAL IMPAIRMENT

Bomb Threat, Fire, Hazardous Materials Releases, and Power Outages:

- Give verbal instructions to advise about the safest route or direction using compass directions, estimated distances, and directional terms.
- **DO NOT** grasp a visually impaired person's arm. Ask if he or she would like to hold onto your arm as you exit, especially if there is debris or a crowd.
- Give other verbal instructions or information (i.e. elevators cannot be used).

DEAFNESS OR HEARING LOSS

Bomb Threat, Fire, Hazardous Materials Releases, and Power Outages:

- Get the attention of a person with a hearing disability by touch and eye contact. Clearly state the problem. Gestures and pointing are helpful, but be prepared to write a brief statement if the person does not seem to understand.
- Offer visual instructions to advise of safest route or direction by pointing toward exits or evacuation maps.

MOBILITY IMPAIRMENT

Bomb Threat, Fire, and Hazardous Materials Releases:

- It may be necessary to help clear the exit route of debris (if possible) so that the person with a disability can move out or to a safer area.
- If people with mobility impairments cannot exit, they should move to a *safer area*, e.g.,
 - most enclosed stairwells
 - an office with the door shut which is a good distance from the hazardIf you do not know the safer areas in your building, call University Police at ext. 3333 or 876-3333.
- Notify emergency responders immediately about any people remaining in the building and their locations.
- Police or fire personnel will decide whether people are safe where they are and will evacuate them as necessary. The Fire Department may determine that it is safe to override the rule against using elevators.
- If people are in immediate danger and cannot be moved to a safer area to wait for assistance, it may be necessary to evacuate them using an evacuation chair or a carry technique.

FIRE EVACUATION PROCEDURES

Follow General Evacuation Procedures as soon as you hear the fire alarm.

A building occupant is required by law to evacuate the building when the fire alarm sounds.

If there is a fire in your work area:

- First, notify the fire department by pulling the pull station and (from a safe distance) calling University Police at (3333) 876-3333 to provide details of the situation
- If you have been trained in the use of a portable fire extinguisher and are able to safely extinguish the fire, you may do so. Be sure you have a safe exit from the area and leave if one extinguisher does not put out the fire.

- **Evacuate the building as soon as the alarm sounds and report to Building Coordinator / University Police Department (see "General Evacuation Procedures" above).**
- **On your way out, warn others nearby.**
- **Move away from fire and smoke. Close doors and windows if time permits.**
- **Touch closed doors. Do not open them if they are hot.**
- **Use stairs only; do not use elevators.**
- **Move well away from the building and go to your designated Immediate Assembly Area (IAA).**
- **Do not re-enter the building or work area until you have been instructed to do so by the emergency responders.**

EMERGENCY RESPONSE PROCEDURES

EMERGENCY COLLEGE CLOSINGS

The following procedures should be followed during snow emergencies and other extraordinary circumstances. State-operated offices and facilities may be closed only by order of the governor. however, the College President or his/her designee is authorized to cancel classes and recommend that all but essential service employees not report to work charging leave accruals.

Policy and Procedures

At the SUNY College at Old Westbury, the President determines if classes are to be cancelled and may delegate such authority to a College Cabinet member. The University Police is responsible for monitoring all relevant weather forecast conditions, road and transportation conditions, campus roadway and parking lot conditions, and report such to the College Vice President for Academic Affairs who will notify the College President of the conditions. The College President will then make a determination as to the status of the College.

If the decision to cancel classes and/or close the college is made before the start of the workday, the Office of the President will inform the Vice President for Academic Affairs and the University Police Department and the Director of Public and Media Relations who will notify the radio and TV news media of the status of the College. The Office of the Vice President for Academic Affairs will inform the following:

1. All Vice President Offices who will initiate a telephone tree of phone calls to notify their respective divisional employees.
2. The College switchboard operator, 876-3000.
3. The Office of Residential Life, 876-3210.

A decision to cancel classes and/or close the College will be publicized as expeditiously as possible to the stations listed below by approximately 6:00AM or as expeditiously as such a decision is made during the operational hour of the College.

The following radio and TV stations will be contacted relative to the cancellation of classes or College closing.

Radio

WALK – 97.5FM
WBLI – 106.1FM
WCBS – 880AM
WHLI 1100 AM

WKJY 98.3FM
WMJC 94.3FM
WOR 710AM
WINS 1010AM

Television

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

Please note that the broadcast media will only broadcast a decision to cancel classes. Individuals wishing to confirm class schedules should contact the identified College telephone numbers.

Employee Attendance Policy under Emergency Conditions

The obligation of non-faculty employees to report for work under emergency or adverse conditions is the same as it is at other times. Such employees who feel hazardous conditions or personal circumstances make it inadvisable to report for work may decide to remain at home and charge the time to annual or personal leave. Similarly, employees who have reported for work, but feel conditions make it desirable to leave early may request approval from their supervisor or department head. If their early departure has been approved, the time may be charged against either annual or personal leave accruals. No employee shall take it upon themselves to leave work without the explicit approval from their supervisor or department head. Employees who depart without proper approval will be subject to disciplinary action.

Employee Tardiness during Emergency Conditions

The campus may excuse a reasonable amount of tardiness without charge to leave credits when extraordinary circumstances delay the arrival time of a significant number of employees. Faculty members are not required to be on campus when classes are cancelled, but are required to meet all other professional commitments on Campus.

Employee Directed to Leave Work

There are, however, rare circumstances when an employee might be directed to leave work. At those instances, employees who have reported for work and because of extraordinary circumstances beyond their control, are directed to leave work will not be required to charge such absences against leave accruals. Any such release of employees does not create any right to equivalent time off for employees not adversely affected by the extraordinary circumstances. An example of such an extraordinary circumstance might be the loss of heat or electricity in a specific area when the correction of such a condition will not occur within a reasonable time and where an alternative work site is not available. Loss of air conditioning during the summer months is not considered an emergency under these provisions. The College Official authorized to direct such an absence is the College President or designee.

Early Departure from Work

When weather conditions are severe enough to disrupt transportation or endanger the health and welfare of an employee, the College President or designee may authorize the early departure of employees affected. However, no one who has been able to get to work should be deprived of an opportunity to work. Further, if it is determined during the course of the day that the Campus can not operate effectively, no employee should be required to leave work at that moment. The employee should be permitted to leave then or at any time thereafter. Only the time that the employee is absent is required to be charged to leave accruals.

Work Station

Employees who do get to work can not be guaranteed work at their normal work places. It may be that the building in which an employee normally works is not open. Provisions will be made for an alternate Campus work location and alternate work for those who do get to campus, but who can not go to their regular work places and can not perform their regular work assignments.

Essential Employees

Essential services are those that must be maintained to ensure the well-being and protection of those who reside on campus, as well as the maintenance and security of college property. The following functions are considered essential services. Employees assigned to these areas are required to report to work under emergency conditions.

The University Police Department
Maintenance and Facility Services (All Employees)
Student Health Services (Designated staff only)
Residential Life (Designated staff only)
The Dean of Students
Natural Science Building Staff (Staff responsible for the maintenance of ongoing daily monitored experiments).
Food Services

Employees designated as essential service will be notified as to the status by their department heads.

CIVIL DISTURBANCE / DEMONSTRATION PROCEDURES

Most campus demonstrations are peaceful and people not involved should attempt to carry on business as usual. Avoid provoking or obstructing demonstrators. Should a disturbance occur, call the University Police at ext. 3333 or 876-3333.

If a disturbance seems to threaten the occupants of the building, report it immediately to the University Police and take the following actions:

- Alert all persons in the area of the situation.
- Lock all doors and windows.
- Close blinds to prevent flying glass.
- If necessary, your department may decide to cease work operations.
- If necessary to evacuate, follow directions from police.

CRIMINAL OR VIOLENT BEHAVIOR

While the responsibility for safety on campus falls primarily on the University Police Department, all members of the campus are asked to assist in making the campus a safe place by being alert to suspicious situations or persons and reporting them as outlined below.

If you are the victim of, or are involved in, any on-campus violation of the law such as assault, robbery, theft, overt sexual behavior, etc., do not take any unnecessary risk. Notify University Police at ext. 3333 or 876-3333 as soon as possible and give them the following information:

- Nature of the incident
- Location of the incident
- Description of the person(s) involved
- Description of the property involved

If you witness a criminal act or notice person(s) acting suspiciously on campus, immediately notify University Police at ext. 3333 or 876-3333.

Assist the police when they arrive by supplying them with any additional information requested and ask others to do the same.

SERIOUS INJURY / ACCIDENT

If a situation exists in which serious injury is evident, contact the University Police Department for immediate attention at 876-3333 or Ext 3333 for assistance. On campus do not dial 911.

Follow the following guidelines:

- If life threatening, seek emergency medical attention initially from the University Police Department. Remain on the phone until told to hang up by the UPD dispatcher.
- Be prepared to give the University Police as much information as possible to include location, nature and cause of the injury and identification of present hazards.
- Employees must notify their immediate supervisor as soon as possible of any on-the-job injury or illness. If there is no emergency, the supervisor should be notified BEFORE the employee seeks medical attention .

Injury reporting

- After the emergency has ended or before if no emergency existed, the State Accident form, (CS 13) must be completed. This form is available through the supervisor or from the Department of Human Resources.

Hazard reporting

- If any members witness a spill or wet floor that may cause slipping, trips or falls, take what measures are necessary, using available materials to clean up or limit access to the area.
- Notify Maintenance and Operations at 876-3302 or ext 3302.
- Notify Maintenance and Operations of any other hazards such as holes in road or sidewalk, malfunctioning of equipment, carpet issues etc at 876-3302 or Ext. 3302

MENTAL HEALTH EMERGENCY

A mental health emergency exists when a situation involves an individual or group of individuals who are unable to appropriately manage themselves and their behavior threatens the individuals or the college community. These situations may include the following:

- * Suicidal behavior
- * An individual threatening harm to themselves and / or others
- * A psychotic break resulting in a sudden loss of contact with reality or other bizarre behavior.
- An unusual or prolonged reaction to a traumatic event
- Any behavior that is unreasonably disturbing to the academic or resident community.

Response procedure

- Contact the University Police Department at Ext. 3333 or 876-3333 and be prepared to clearly identify the subject, location and behavior.
- Contact the College Counseling service center at 876-3049 Ext 3049

Guidelines to an on- site response to unusual or potentially dangerous situations

- **Never try to handle a situation that is potentially dangerous to you or others. Call the Professionals.**
- **When notifying the University Police clearly identify the assistance needed and the location and telephone number of the telephone being utilized.**
- **All suicide attempts must be reported to the University Police Department.**

Potentially Violent situations

- **Inform supervisor, professor or University Police about any individual deemed to be threatening or dangerous.**
- **Eliminate opportunities for violence by notifying the University Police, knowing your escape routes from the threat, barrier yourself from the threat, utilize communication skills if necessary, and remain with a second person if possible.**
- **Maintain eye contact and the most positive posture possible.**
- **Do not touch or approach a person who has or may become violent.**
- **Keep person talking and show a concern at a safe distance**

SEXUAL ASSAULT INFORMATION

- **Sexual assault of any kind is a crime and is best reported to the University Police Department.**
- **If you are the victim of a rape or sexual assault, seek medical attention immediately by notifying the University Police Department at Ext. 3333 or 876-3333.**
The University Police Department is a member of the Nassau County Police Department Sexual Assault Nurse Examiner (SANE) system in which forensic nurses at North Shore Hospital treat sexual assault victims and aid in the investigation of the crime. The University Police Department will transport the victim to the hospital.
- **Guidelines for victim of sexual assault**
 - Do not bathe or douche**
 - Do not change clothing or brush or comb hair**
 - Do not disturb the area of the crime**

Designer date rape drugs

- **If you think that you have been sexually attacked and that the assault may have been the result if the drug Rohypnol or another illegal date rape drug, it is suggested that in addition to the above, you should not urinate before providing a urine specimen. During your treatment.**
- **If possible collect any glasses that may have been utilized during the attack incident.**
- **Community members who do not wish to press criminal charges against the perpetrator or have the incident criminally investigated, should be aware that college resources are available through Counseling Services at 876-3053 or Ext 3053. Health Services at Ext 3250, or the Department of Student Affairs at Ext 3175.**

EXPLOSION OR BOMB THREAT

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 and call the University Police immediately at 876- 3333. Use a telephone in a safe area. Do not operate any power switch, and **do not activate the fire alarm.**

If there is an explosion:

- Take cover under sturdy furniture, or leave the building if directed to do so by emergency responders.
- Stay away from windows.
- Do not light matches.
- Move well away from the site of the hazard to a safe location.
- Use stairs only; do not use elevators.
- Call University Police at ext. 3333 or 876-3333. Follow “General Evacuation Procedures” above.

If you receive a bomb threat (via the telephone):

- Stay calm and keep your voice calm.
- Pay close attention to details. Talk to the caller to obtain as much information as possible.
- Take notes. Ask questions:
 - When will it explode?
 - Where is it right now?
 - What does it look like?
 - What kind of bomb is it?
 - Where did you leave it?
 - Did you place the bomb?
 - Who is the target?
 - Why did you plant it?
 - What is your address?
 - What is your name?
- Observe the caller's:
 - Speech patterns (accent, tone)
 - Emotional state (angry, agitated, calm, etc.)
 - Background noise (traffic, people talking and accents, music and type, etc.)
 - Age and gender
- Write down other data:
 - Date and time of call
 - How threat was received (letter, note, telephone)
- Call University Police at ext. 3333 or 876-3333 and submit your notes from the telephone call or the bomb threat (letter or note) to University Police.
- Follow University Police Department instructions.

If you receive a bomb threat via e-mail, letter or note, telephone University Police at ext. 3333 or 876-3333 and save note as evidence to be turned in to University Police.

In any bomb threat situation:

- Check your work area for unfamiliar items. **Do not touch suspicious items;** report them to University Police at ext. 3333 or 876-3333.
- Take personal belongings when you leave.
- Leave doors and windows open; do not turn light switches on or off.
- Use stairs only; do not use elevators.
- Move well away from the building and follow instructions from emergency responders.

HAZARDOUS MATERIALS PROCEDURES

If you witness a hazardous material spill, evacuate the spill site and warn others to stay away. Call University Police at ext. 3333 or 876-3333 if you believe the spill may be life threatening. If you can determine that the spill is not life threatening, follow the procedures outlined below.

If you are a hazardous material user, you should be trained by your supervisor on proper use and storage of hazardous materials. This training should include hazard information, proper procedures for preventing spills, and emergency procedures when a spill happens.

If you spill a hazardous material or materials:

- * Leave the area of the spill first and proceed to a safe location nearby. Then assess if you have the proper training and protective gear to clean up the spill.
- If you are able to clean up the spill, follow proper cleanup procedures and use proper personal protection. Manage the generated waste as appropriate. Consult your supervisor if necessary.
- Isolate the spill area to keep everyone away, and post signs as necessary.
- If you require assistance to clean up the spill:
Call University Police at 876-3333. University Police will call Environmental Health & Safety (EH&S) officer or Nassau County Police Department or Department of Emergency Management for guidance or assistance.
- If you suspect or witness a release of a hazardous material to the environment (air, water, ground) call University Police at 876-3333.

HOW TO RESPOND TO SUSPICIOUS PACKAGES

Every department should assess and review their protocols for handling mail. Use common sense and care when inspecting and opening mail. Some “red flags” to identify suspicious packages include:

- * Packages with no return address or excessive postage.
- * Misspellings of common words or restrictive markings such as “personal” or “confidential”.
- * Items protruding from the envelope or package, wet areas, tears, or strange odors.

*** Unusually heavy envelope and/or the presence of small bulges of powder or granules.**

Generally, do not open letters with your hands; instead, use a letter opener. Use minimal movements when opening letters and packages, to avoid spilling any contents. Each department should assess whether it is a possible target for criminal acts. Based on this assessment, you may wish to take additional precautions such as wearing gloves, and restricting the opening of mail to a limited number of trained individuals.

If you are concerned about a particular package, do not open, shake, smell, touch, or taste it. If possible, place the envelope or package in a plastic bag. There is a low risk of exposure to you if the envelope or package remains intact. Call ext. 3333 or 876-3333 if at an off campus location and inform University Police that you have a suspicious package.

If you open an envelope or package and you find a letter that contains a threatening message:

- * Replace the letter in the envelope, and, if possible, place the envelope in a plastic bag.**
- * Wash your hands with soap and water, or use a hand sanitizing gel or wipe to clean up.**
- * Call ext. 3333 or 876-3333, remain at your work location, and wait for an officer to arrive.**

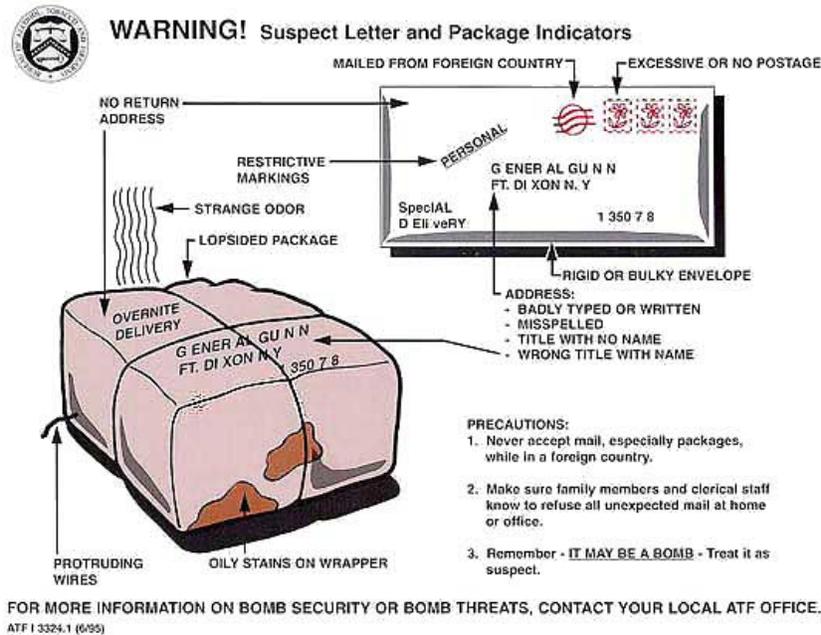
If you open an envelope or package and you observe some type of powder, or powder spills out, **REMAIN CALM:**

- Slowly and carefully, place the envelope or package on a desk or floor and cover with an empty garbage or recycling container to prevent additional exposures. Do not clean up any powder, and avoid further contact.**
- Move away from the envelope or package, and inform others in your office to leave the area.**
- Do not walk around the office to show other people, nor invite co-workers to come in and examine the scenario.**
- If your clothes are contaminated, do not brush vigorously as this action may disperse the powder into the air. Remain in place and wait for further instructions from emergency responders.**
- Do not touch your eyes, nose, mouth, or any other part of your body.**
- Close off the room, including any doors or windows. If possible, close down the building's heating/air conditioning/ventilation system.**
- If possible, and without contaminating large areas, wash your hands with soap and water, or use a hand sanitizing gel or wipe to clean up.**
- Call ext. 3333 or 876-6333 to report the incident and inform the University Police what steps you have taken. Remain nearby to assist the responding officer(s).**
- Make a list of all people who had actual contact with the powder, or were in the area of a release of powder.**
- University Police will then contact the Nassau County Police Department HAZMAT Unit and or the Westbury or Syosset Fire Departments depending on geographic location of the spill. This may result in potentially contaminated college community members to be subject to decontamination procedures as administered by the Nassau County police Department or the responding fire department.**

Detonation of suspicious package

If there is a small explosion or release of an aerosol spray from a package:

- Vacate the space immediately and prevent others from entering. Treat yourself and your clothing as mentioned above.
- Call Ext. 3333 or 876-3333 and remain at a safe distance to provide information to the University Police officer.



Graphic courtesy of ATF
(<http://www.atf.treas.gov/explerson/information/index.htm>)

For further information, please contact University Police at 876-3333 or Environmental Health & Safety at 876-3302.

UTILITY FAILURE

In the event of a major utility failure during regular business hours, notify the University Police Department at Ext. 3333 or 876-3333 who will notify the Heat Plant.

Evacuate the building if the fire alarm sounds and/or upon notification by University Police (see "General Evacuation Procedures" above).

A major power outage may not in itself be destructive, but a possible resulting panic or fire could endanger life and property. Panic can be partially avoided by an immediate decision on the need to cancel classes or meetings in progress or to evacuate the building (see "General Evacuation Procedures" above).

In laboratory buildings, fume hoods do not operate during a power outage and most laboratories should not be used until the ventilation is properly restored.

ELEVATOR FAILURE

- * If you are trapped in an elevator, use the emergency telephone to call for assistance.
- * If the elevator does not have an emergency telephone, turn on the emergency alarm (located on the control panel) to signal your need for help.
- * Do not attempt to free yourself from the elevator.

FLOODING/PLUMBING FAILURE

If flooding occurs (due to a plumbing failure or other problem):

- Cease using all electrical equipment and remove such equipment from the floor or lower shelving.
- Notify University Police at ext. 3333 or 876-3333. If necessary, evacuate the building (see "General Evacuation Procedures" above).

GAS LEAK

If you smell natural gas:

- Cease all operations immediately.
- Do not switch lights on or off or utilize any electronic equipment.
- Notify University Police at ext. 3333 or 876-3333 from a safe location.
- Evacuate as soon as possible (see "General Evacuation Procedures" above).

STEAM HEATING LINE FAILURE

In the event of a steam line failure:

- Notify the University Police by calling ext. 3333 or 876-6333.
- Evacuate as soon as possible (see "General Evacuation Procedures" above).

VENTILATION PROBLEM

If odors come from the ventilation system:

- Immediately notify University Police at Ext. 3333 or 876-3333. UPD will notify the Heat plant.
- If smoke is present, activate the fire alarm system by pulling the pull station and call University Police at ext. 3333 or 876-6333 from a safe location.
- If necessary, cease all operations and evacuate area (see "General Evacuation Procedures" above).

HOMELAND SECURITY

The SUNY College at Old Westbury in conjunction with the Federal State and Local Law Enforcement communities will notify the campus community of the most current national and state threat assessments or emergency conditions through a variety of mechanisms to include the college web site, University Police Homepage on the web, and individual e-mail postings.

The national threat assessment levels are as follows:

RED – Severe: Severe risk of terrorist attack

ORANGE- High risk of terrorist attack

BLUE – General risk of terrorist attack

GREEN – Low risk of terrorist attack

The college community should be aware that as the threat assessment rises to Orange or Red the college will take the following security actions in response.

ORANGE – HIGH RISK OF TERRORIST ATTACK

- Incident Command mechanisms will be activated to evaluate threat and college response
- University Police will continue to monitor threat assessment and advise Incident Command team
- University Police mobile patrols will increase
- B and C gates will be secured earlier in evening or for 24 hour period if so determined.
- Building may be secured earlier in the evening.
- College ID must be available upon request.
- Changes in College computer network may be implemented
- Trucks and vendors servicing the college will be subject to challenge.
- College visitation may be modified.

RED – SEVERE RISK OF TERRORIST ATTACK

- All provisions of Orange Alert in effect.
- Governor may close the college.
- Operation of the College may be limited to education.
- A gate will be manned 24 hours a day with College ID a necessity to be granted access.
- All casual visitation to the campus will be denied and picture ID necessary to those servicing the College.
- Buildings will be secured immediately following classes.
- Incident Command Team / College cabinet will be available.
- Packages delivered to the campus may undergo scrutiny.

PUBLIC ACCESS DEFIBRILLATION (PAD)/AUTOMATIC EXTERNAL DEFIBRILLATION (AED)

The SUNY College at Old Westbury presently has Automatic External Defibrillation programs in which the University Police Department, Department of Health Services and Clark Center staff are certified AED responders. In the very near future, staff, faculty and students of SUNY College at Old Westbury will be provided with the opportunity to receive a certified training course in CPR and or the Automated External Defibrillator. Individual Departments will coordinate training of selected staff through the SUNY College at Old Westbury American Heart Association Basic Life Support Support (BLS) Training Program – a program to train College constituents in cardio pulmonary resuscitation and first aid. SUNY College at Old Westbury will assume responsibility for equipment, equipment monitoring, and training of faculty and staff.

- The Staff of SUNY College at Old Westbury will utilize the Automated External Defibrillator in Cardiac Arrest Situations.
- Automatic External Defibrillators will be in place in the buildings throughout the campus and the locations will be made part of this report in the near future.
- Presently AEDs are present in certain University Police Vehicles and all department members are certified in their utilization. Health Services and the Clarke Center have AEDs located at their respective locations on campus.

Additional units will be purchased and placed as per recommendation of the PAD Steering Committee, in consultation with SUNY requirements.

AED PROGRAM AT THE SUNY COLLEGE AT OLD WESTBURY:

Nassau County Department of Health (DOH) Procedures:

- A Medical Doctor employed by the College will serve as “Emergency Health Care Provider” and will participate in a collaborative agreement with the regional EMS organization. (Nassau Regional Emergency Medical Services Council)
- The Approved Public Access Defibrillators Course for AED users will be the American Heart Association Heartsaver AED Course and other courses as deemed appropriate by the BLS Medical Director.
- The PAD Steering Committee of the SUNY College at Old Westbury in conjunction with the Emergency Health Care Provider, will develop a written collaborative agreement and will include the following:
 - Written practice protocols and procedures which:
 - * Provide AED training to the staff, faculty and students of SUNY College at Old Westbury
 - * Ensure immediate contact of University Police, ext. 3333 and ensure prompt notification of 911 services.

- * Ensure ready identification of the location of the AEDs in each College Building (multiple units in buildings with large amounts of workers, students, visitors, children or based on size and configuration of the building).
 - * Provide for regular maintenance and checkout procedures of the AED which meets or exceeds manufactures recommendations. Regular maintenance schedule will be provided by the Office of Health and Safety.
 - * Documentation requirements will be clearly specified.
- SUNY Old Westbury University Police Department will notify Nassau County Police Department of the availability of AED service at SUNY College at Old Westbury in the specified locations.
 - The PAD/AED Medical Director has on file with the Regional Emergency Medical Services Council serving the Nassau County Area, a copy of the “Notice of Intent to Provide Public Access Defibrillation” (DOH4135) along with a signed copy of the Collaborative Agreement. The separate PAD program of the University Police Department will be discontinued and will join the PAD program as documented by the PAD / AED Medical Director in Health Services and will act as one in an inclusive program.
 - Data Collection Requirements: The following data set will be collected as part of the quality improvement process at the SUNY College at Old Westbury American Heart Association Training Center.
 - * Name of Organization providing Public Access Defibrillation
 - * Date of incident
 - * Time of incident
 - * Patient Age
 - * Patient Sex
 - * Estimated time from arrest to first AED shock
 - * Estimated time from arrest to CPR
 - * Number of Shocks administered to the patient
 - * Transport Ambulance Service
 - * Patient Outcome at incident site (remained unresponsive, became responsive, etc.)
 - * Notification of the AED Coordinator within 24 hours.
 - * Notification of the Emergency Health Care Provider (EHCP) within 24 hours.
 - * Download AED data to the designated Agency Computer.
 - * The AED Administrator will provide necessary reports to the Nassau County Department of Health Services.

Training:

The American Heart Association Heartsaver AED Course and other courses as approved by the American Heart Association BLS Training Center Medical Director.

See American Heart Association BLS for the Healthcare Provider Manual or Heartsaver Manual or American Red Cross Automated External Defibrillation Training: Instructor’s Manual for Course Outline and Course Requirements. Annual Drills and refresher courses will be provided on campus.

Protocol

The protocol for use in the Automated External Defibrillator at the SUNY College at Old Westbury is in compliance with the New York State Department of Health, Bureau of Emergency Medical Services.

OFF-CAMPUS ASSISTANCE AND MUTUAL AID

Neither the SUNY College at Old Westbury nor any municipality or jurisdiction has the resources to effectively handle all potential emergencies. In certain circumstances, the campus may request outside assistance from a variety of sources. This includes the Nassau County Police Department, Village of Old Westbury Police Department , Jericho and Westbury Fire Departments, New York State Police, and SUNY Police from various campuses throughout the State of New York.

As a result manpower from these resources may have governance over aspects or totality of a campus response to emergency incidents.

APPENDIX A: RESOURCE LIST

A number of SUNY College at Old Westbury programs and service organizations are available to help maintain and promote a safe and healthful work environment for the campus community. A list of telephone numbers is provided below; please use the Campus Telephone Directory for up-to-date telephone numbers.

Office of Maintenance and Operation Environmental Health & Safety 876 3302
Information on various safety topics, including hazard evaluations and employee training

Critical Incident Support Team
(CIS Team) 876-3049
Counseling for those emotionally affected by traumatic events

University Police 876-3333
Information on personal safety in the workplace

Health Services Center 876-3250
Assistance with minor medical evaluations and treatment

Human Resources 876-3179
Assistance with issues of time and attendance and clarification of personnel issues.

Maintenance and Operations

If you have questions about this campus policy or need additional information, contact one of the organizations below:

- **Evacuation policies:** University Police at 878-6333 or Environmental Health & Safety (EH&S) at 876- 3302
- **Student disability issues:** Special Services at 876-3009
- **Fire regulations, safe areas:** University Police at 876-3333

APPENDIX B: CRITICAL DEFINITIONS

1. **National Incident Management System (NIMS)** This system was devised as part of a National Response Plan (NRP) to provide a comprehensive and consistent national approach to all hazard incident management at all jurisdictional levels and across functional disciplines. Consistency in response will provide for more effective incident management.
2. **Incident Command System (ICS)** This is the standardized command and organizational management system that utilizes best practices / policies and is the key feature that supports the NIMS efforts. While different hazards / incidents demand different responses it is ICS that provides guidance and structure to the appropriate response
3. **Emergency Operations Center (EOC)** This is a location at or about the incident site utilized to multi-agency coordination and joint information activities. It is from this location that information is collected, resources are evaluated and dispatched, response is coordinated and communications between responders takes place. Depending on the nature and magnitude of the response effort there may be numerous non-campus personnel at the EOC and the EOC manager may in fact be from outside the campus environment.
4. **Nassau County Regional EMS Council -** The New York State Department of Health local council responsible for Emergency Medical Services (EMS)
5. **Basic Life Support (BLS)** - A training program designed to train non health professionals in cardio pulmonary resuscitation and first aid.
6. **Automatic External Defibrillator (AED)** A compact and lightweight semi-automatic external device utilized with persons who are experiencing symptoms of sudden cardiac arrest, lack of responsiveness and breathing. This device evaluates the need for defibrillation and provides voice directions for the user.
7. **Public Access Defibrillation (PAD)** A New York State Department of Health program that trains first responders and the public to utilize AEDs , and monitors the emergency utilization of AEDs. These units are available on campus at strategic locations for use by authorized and trained staff.
8. **PAD Steering Committee** Staff members at the College who monitor and provide guidance for the College PAD program. This includes training and maintenance of the College defibrillators.
9. **Immediate Assembly Area (IAA)** this is a specific area at which staff and student should proceed during a building evacuation for the purpose of accountability and further instructions.
10. **Critical Incident Support team (CIS)** This is a team of trained mental health experts that will support students and staff emotionally effected by an incident.

CAMPUS AND OFF-CAMPUS EMERGENCY CONTACT INFORMATION

EMERGENCY CONTACT NUMBERS

ON CAMPUS		OFF CAMPUS	
University Police	516-876-X 3333	Nassau County Police Headquarters	
Student Health	X 3250		573-7000
Main Switchboard	516-876-X	NCPD Third precinct	573-6300
3000		NCPD Second precinct	573-6200
Events Hotline	516-876-X	Old Westbury Village PD	626-0200
3020		Old Brookville Village PD	626-1300
Counseling Services	516-876-X	Westbury Fire Department	334-7924
3053		Jericho Fire Department	931-0898
Disability Services	516-876-X	Nassau County Dept of Health	571-3878
3009		New York State Police L Troop	
Vice President Student Affairs	X		631-756-3300
3175		Weather report	976-2828
Vice President Academic Affairs	X	Suicide Nassau Hotline Nassau County	
3135		Medical Center	516- 572-6822
Women's Center	X 3294	Rape and Sexual Victims Hotline	
Heat Power Plant	X 3214		516-222-2293
Blue Light Emergency phones contact		L.I. Crisis Center	516-826-0244
University Police Just pick up and		Nassau County Special Victims Unit	
follow directions			516-573-7816
Do Not Call 911 for a campus		Poison Control	1-800-222-1222
emergency call X3333.		North Shore Syosset Hospital	496-6400
		Nassau County Medical Center	572-0123