POLICY ON EMERGENCY NOTIFICATION AND EVACUATION PROCEDURES

Date: 02/26/2013
Supersedes: *None*

I.   PURPOSE

The purpose of this policy is to provide guidelines concerning emergency response and evacuation procedures in response to a significant emergency or dangerous situation involving an immediate threat to the health or safety of faculty, staff or students occurring on the NYMC Valhalla campus.

II.   POLICY

Upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of faculty, staff or students occurring on campus, NYMC will immediately notify the campus community through the Send Word Now ("SWN") system and/or other media depending on the situation.

NYMC utilizes a rapid notification system known as Send Word Now ("SWN") capable of quickly sending voice telephone messages, emails and cellular text messages (SMS) to a large audience to effect mass dispersal of emergency information. SWN also has conference calling, special user groups and get word back response features. Faculty, staff and students are enrolled in SWN by email and are given the opportunity to add additional phone, text and email contact points at any time. Contact update links are sent out to the NYMC community annually as well as to individuals on an as needed basis. The collective systems used to send warning information are known as the New York Medical College Emergency Alert System, of which SWN is the principal component. Other systems include indoor public address systems in the BSB and MEC, fire alarms, telephone trees and the college website. An SWN informational link is maintained on the Security homepage. Local police and fire commanders are registered in SWN. The Security Director is the system administrator. The Human Resources Information Systems ("HRIS") Manager is the database manager. The Security Director, who serves as the Campus Incident Coordinator, along with Security Supervisors, Environmental Health and Safety Director (EHS), Facilities Director, Chief Financial Officer (CFO) and the Associate Vice President-Human Resources (AVP-HR) all have the authority and are trained to access SWN to send a message. An alternate member of the Security Department is on call at all times and therefore, considered the Security Director's designee for the purpose of activating the SWN system. Collectively they are known as the SWN Activation Group.

III.   SCOPE

This policy applies to all faculty, staff and students on the Valhalla campus.

IV. PROCEDURES

A. The procedure for reporting an emergency situation is as follows: contact Security at (914) 594-4226, use blue phones/intercoms or contact a security officer directly.

B. NYMC will confirm that there is an emergency or dangerous situation by considering the information received from personal observations as well as information from police, fire and other emergency management agencies

C. Once confirmation is made, the determination of the appropriate segment of the campus community to receive notification is made by assessing all available information and determining the geographical area at risk. Continuing assessment of the situation will determine if additional segments of the campus require notification.

D. The content of the notification will be formatted using the following templates:

1. *Police Emergency* – criminal violence threatens the safety of the community. Examples include an active shooter, perpetrators of a violent crime at large on or near campus, a violent demonstration or riot on or near campus, a jail escape or an imminent or active threat of terrorist attack. The message instructs the campus to evacuate or go into limited access or full lockdown.

    Template: Shooting /Serious Assault/Robbery /Bomb Threat/Jail Escape Hostage/Kidnapping/ Other Police Emergency: TIME, DATE at LOCATION. Avoid LOCATION/Evacuate LOCATION/ Limited Access Lockdown/Full Lockdown BUILDINGS/ADVISE OTHERS/Monitor MEDIA/OTHER ACTION. NYMC staff police on scene/Additional instructions or updates may follow.

    Sample: There is police manhunt for a shooting suspect at large from the Home Depot on 9A as of 10:00am on June 19. You should avoid 9A and Dana Rd. Everyone on campus should stay inside and follow limited access lockdown procedures. All facilities on the Valhalla Campus have been secured. Do not allow anyone to enter a NYMC building. Direct people to main entrance points where additional security officers have been added. NYMC staff and police are on the scene. Additional instructions or updates may follow.

2. *Fire/Hazmat* – a fire, chemical, biological, radiation release, electrical, or gas emergency threatens the campus. Examples might include a serious spill in a lab, a motor vehicle collision involving a vehicle carrying chemicals, an attack involving biological or chemical weapons, or a nearby fire that is releasing toxic smoke. The message instructs people to shelter-in-place or evacuate.

Template: Fire/HazMat/Chem/HazMat/Bio/HazMat/Rad/Gas Leak/Electrical: TIME, DATE at LOCATION. Avoid LOCATION/Evacuate LOCATION/Shelter-in place-Stay Indoor/ADVISE OTHERS/Monitor MEDIA/OTHER ACTION. NYMC/hazmat/ems/Con Ed/other utility/staff on scene. Additional instructions or updates may follow.

Sample: There is a hazardous materials chemical emergency as of 10:00am on June 19 in the BSB physiology wing. The BSB and MEC are being evacuated immediately. All students, faculty, staff, and others should avoid the area. NYMC staff, police and the hazmat team are on the scene. Additional instructions or updates may follow.

3. *Health Emergency* –a health emergency such as the contamination of a water supply exists. The message might instruct people to evacuate shelter-in-place and/or take special precautions.

    Template: Health/Water/Sewer Emergency: TIME/DATE at LOCATION. Avoid LOCATION/Evacuate LOCATION/Shelter-in-place/Stay Indoors/ADVISE OTHERS/Monitor MEDIA/OTHER ACTION. NYMC/utility/health department /staff on scene.

    Sample: There is a water emergency as of 12:30pm on June 19 on the Grasslands Reservation. The water has been contaminated with sewage. Do not use water from the taps for eating, drinking, washing, or experiments. NYMC, health department and DEC are on the scene. Additional instructions or updates may follow.

4. *Natural Disaster*– most commonly a warning issued by the National Weather Service for imminent severe weather that is predicted to affect the Valhalla campus. This is principally included for severe thunderstorm warnings and tornados but is generic enough to be used for any type of impending severe weather event. The message instructs people to shelter-in-place or if outside to immediately seek shelter indoors and take precautions.

    Template: Hazardous Weather/Earthquake/Flood/Other Natural Disaster: TIME/DATE at LOCATION. Avoid Location/Evacuate LOCATION/Shelter-in-place/Stay Indoors/ ADVISE OTHERS/Monitor MEDIA/OTHER ACTION. NYMC staff on scene. Additional messages or updates may follow.

    Sample: There is a tornado warning as of 11:00am on November 12, for the Mt. Pleasant area. Seek shelter in the center of building or in a basement and stay away from windows. Advise others near you. You should stay indoors and monitor television, radio and the internet for weather information. Additional messages or updates may follow.

5. ***Other*** – generally used to announce an unforeseen emergency closing of the entire campus or a specific school due to weather or infrastructure issues or to send an important message to the members of a specific group or request a group conference call.

> ***Template***: TYPE: TIME/DATE at LOCATION/ADVISE OTHERS/OTHER ACTION.

> ***Sample***: SPH evening classes for January 9 are cancelled due to a lack of heat in the building. Please advise other classmates.

6. ***Follow Up or All Clear*** - used to provide updated information about an emergency and/or to send the 'All Clear" message. The "All Clear" message advises the community that the danger has ended. This message should be transmitted only if there is certainty that the situation is over and it is safe to return to normal activities. If there is any doubt, it is best to err on the side of caution and allow the emergency instructions to remain in effect

> ***Template***: TYPE: TIME/DATE at LOCATION/ADDITIONAL INFORMATION AND/OR ALL CLEAR/ADVISE OTHERS

> ***Sample***: The County police captured the shooting suspect from Home Depot on Jan 9 at 11:00am. 'All Clear" Everyone can resume normal activities/advise others.

E. The NYMC Critical Incident Management Team is convened to evaluate the situation using the below criteria and if deemed necessary, issue the SWN notification. However, members of the SWN Activation Group are authorized to activate the SWN system without any further consultation when delay might jeopardize the safety of the campus community. Criteria used to evaluate the need to activate the SWN system are:

1. Type of emergency event and its impact or potential impact on safety (*i.e.*, death, serious injury, minor injury)

2. Affected area(s) of NYMC campus (*i.e.*, limited to a single building or an isolated portion of the campus, regional event)

3. Potential for the emergency event to escalate

This may include consultation with County and Mt. Pleasant Police, Valhalla and Reservation Fire Departments, County Hazmat, Westchester County Health department, officials and the administration of neighboring facilities.

F. Other on campus methods of disseminating notification includes the indoor public address system in BSB and MEC, fire alarms, telephone trees and the college website. If the emergency information needs to be disseminated outside of the

campus community this may be accomplished utilizing any one or combination of the following: university website, the campus telephone information line and local news agencies.

G.   NYMC will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.

H.   In the event that the emergency or dangerous situation requires a limited access lockdown, the procedures are as follows:

1.   **Lockdown** is a temporary emergency protocol used to contain a problem or incident within the area of its origin by controlling the movement of people or to protect people inside college buildings from a dangerous internal or external event or until a controlled evacuation can take place. NYMC uses two types of lockdowns defined below. Either type of lockdown may be limited to one building or to the entire campus. Lockdown messages are normally sent through "Send Word Now", the College's emergency alert service.

2.   **Limited Access Lockdown** means that all College staff, students, contractors, visitors and volunteers are to remain within the building(s) and close the campus to entry or exit by anyone other than clearly identified members of the police or college security. During a limited access lockdown teaching and work processes continue. A limited access lockdown might be used when a criminal or other dangerous person is at large near the campus. The steps to implement this type of lockdown are below

3.   **Emergency Lockdown** involves a more intense response than a limited access lockdown. An emergency lockdown means that all of the aforementioned persons are to remain in the classrooms, offices, housing suites etc. where they were at the time of the lockdown message and take additional protective measures explained below. An emergency lockdown might be used if the campus has a hostage situation confined to a specific room or area or an intruder somewhere inside the building/s necessitating a room by room police search or has received a threat causing a potential or immediate risk to the college community.

Steps to Implement a Limited Access Lockdown

- Remain in the building you are in.

- Lock and secure ground floors windows and doors. (especially sliding glass doors at Housing)
- Campus security will remotely lock and deactivate all card reader doors and parking gates.
- Do not open any building doors for anyone other than clearly identified members of the police or college security.
- Security officers or other designated personnel will be posted as quickly as possible at the affected building/s main entrances and parking gates.
- If you are outside either leave the campus or go to the nearest staffed entrance. You will be admitted into the building only with proper ID but then cannot leave until the "all clear" signal is given.
- Remain away from campus if you are en route when the limited access lockdown message is sent.
- Continue business as usual within the building but remain alert for updated messages or suspicious behavior.
- Once you receive the 'all clear" message through "Send Word Now" you may exit and enter the buildings as normal.

Additional Steps to Implement an Emergency Lockdown

- Remain in the building and room you are in.
- Close and lock or secure the door so no one can enter except clearly identified members of the police or college security.
- If outside of buildings either leave campus or remain away from the affected building/s.
- If in the hallways, get into the closest room that is not already secured and secure it behind you.
- Cease all activities and await further instructions.

I.   In the event that the emergency or dangerous situation requires an evacuation, the evacuation procedures are as follows:

1.   There are two types of **Evacuation.** The first type is for a localized incident, such as a fire, power outage, bomb threat or chemical release. In this situation, a building evacuation may be partial or complete or involve relocating vertically or horizontally within the building. A localized incident evacuation may be limited to one or all campus buildings. Localized evacuation is commonly done by sounding fire alarms. Evacuation procedures are taught during new employee and student orientations. Fire drills are conducted quarterly to test evacuation procedures along with appropriate follow-through assessment and evaluation of the procedures. Evacuation procedures are publicized annually in conjunction with a fire drill. The second type of evacuation may be for a larger

regional incident, like a hurricane or nuclear power plant incident necessitating evacuation of the whole campus. However, it may be done through Send Word Now or public address systems or a combination of all three.

Building Evacuation Instructions

- All building evacuations will occur when an alarm sounds and/or upon notification by emergency personnel.
- If necessary or if directed to do so by a designated emergency official, activate the building alarm (pull station).
- Do not use elevators during an emergency evacuation. Emergency personnel may use an elevator for evacuation after a review of the circumstances.
- When the building evacuation alarm is sounded or when told to leave by a designated emergency official, walk quickly to the nearest marked exit and ask others to do the same.
- Once outside, move clear of the building allowing others to exit.
- Do not return to an evacuated building until receiving the "all clear".
- If you have a disability and are unable to evacuate, call security at 914 594 4226 and tell the security officer where you are or where you will be moving. If you must move, move to an exterior enclosed stairwell. Request persons exiting by way of the stairway to notify the Fire Department or Security of your location.
- Be aware of people with disabilities in your area who might require assistance in an emergency evacuation. Be prepared to render assistance if necessary. Assisting visually impaired individuals during an evacuation:
- In assisting visually impaired individuals during a building evacuation, advise the person of the nature of the emergency and offer your arm for guidance. As you walk, inform the person where you are and of any obstacles in your path. When you reach safety, orient them to a safe location and ask if they need any further assistance.

Assisting hearing impaired individuals during an evacuation

- Persons who are hearing impaired may not perceive an audible fire alarm. Use an alternate warning system. Write a note to tell the person of the situation, the nearest evacuation route, and the assembly area. You can also turn the light switch on and off to gain their attention (only if there is no gas leak)
- Assisting non-ambulatory persons/persons using crutches, canes or walkers
- Always consult the person as to his/her preferences regarding:

Ways of being removed from the wheelchair
The number of people necessary for assistance
Whether to move or extend extremities when lifting
The need for a seat cushion or pad

J. **Shelter in Place** is a temporary emergency protocol used to minimize exposure to outside risks, (severe weather, chemical, biological, radiation) by directing people to remain in a building or seek refuge inside the nearest building and close and move away from windows. Shelter in place instructions are on card 16 in the NYMC Crisis Management handbooks located throughout the campus. Shelter in place messages are sent through Send Word Now. The message may also be sent by public address systems, telephone trees and word of mouth.

In the event that emergency or dangerous situation requires individuals to "shelter-in-place", the procedures are as follows:

1. If you are inside, stay where you are. Collect any emergency supplies and a telephone to be used in case of emergency.

2. If you are outside, proceed into the closet building as quickly as possible or follow instruction from on scene emergency personnel.

3. Locate a room to shelter in. Try to find an interior room, above ground level and without windows or with the least number of windows.

4. Shut and lock all doors and windows.

5. Turn off air conditioners, heaters and fans.

6. Close vents to ventilation system if you are able (University staff may have to shut off the ventilation systems as quickly as possible).

6. Make a list of all people with you and try to find someone to notify Security that you are sheltering-in-place.

7. Turn on a radio or TV and listen for further information.

8. Make yourselves comfortable.

K. No less than one (1) time per year, NYMC will perform regularly scheduled drills, exercises and appropriate follow-through activities, designed for assessment and evaluation of emergency plans and capabilities ("test" or "testing"). These tests may be announced. In addition, these tests shall include the following:

1. Be scheduled – NYMC will not "fake" an emergency situation in order to test the system.

2. Drills – initiating a single procedural operation as opposed to the entire emergency notification process.

3. Exercises – a coordination of efforts involving multiple responding agencies.

4. Follow-through activities – one designed to review the test through surveys, feedback or other contributions from participants.

5. Allow for assessment of emergency plans and capabilities – tests must have measureable goals.

6. Allow for evaluation of emergency plans and capabilities – be able to judge whether or not the test met its goals.

Testing will be documented to include a description of the exercise, the date the test was held, the time the test started and ended, and whether the test was announced or unannounced.

NYMC will keep emergency testing and actual response documentation for no less than seven (7) years.

L. This policy will be publicized once a year, coinciding with the testing of emergency response and evacuation procedures. Publication will be made by sending a blast email or text message to the campus community containing a link to the policy.

V. EFFECTIVE DATE

This policy shall be effective as of the date signed below.

VI. POLICY RESPONSIBILITIES

A. Security Director – responsible for training personnel on SWN activation and procedures; produce activity reports; conduct action review as soon as possible following a test or actual emergency; provide user name/password and "Quicksend" codes to all authorized to initiate the SWN system; coordinate all emergency response and evacuation procedures with on campus officials and law enforcement.

HRIS Manager – enrollment of faculty, staff and students on Valhalla campus; remove students no longer attending and faculty/staff no longer employed by

NYMC; modify contact information where necessary; annual update of link; and management of special user groups.
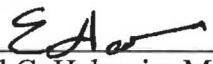
VII.   POLICY MANAGEMENT

Responsible Executive: Senior Vice President for Finance and Chief Financial Officer

Responsible Officer: Director of Security; Director of Student Affairs; Registrar

Responsible Office: Campus Security Department

Any questions regarding the interpretation or application of this policy should be referred to the Office of the General Counsel.

Approved:

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Edward C. Halperin, M.D., M.A.
Chancellor for Health Affairs and
Chief Executive Officer

2/26/17
Date: