



ST FRANCIS
COLLEGE EST.
1859

Emergency Action Plan
97 Columbia Heights Street
Brooklyn, New York
September 2023

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SECTION 1 - INTRODUCTION

St. Francis College is dedicated to the safety of our students, faculty, staff, and visitors and maintaining a safe and secure environment to work, study, live and thrive. Emergency preparedness, together with calm and thoughtful action, helps effectively mitigate risk to life and property during an emergency.

This Emergency Action Plan is a tool to facilitate and organize faculty, staff, and student actions during an emergency at 97 Columbia Heights Street Brooklyn, New York where the College leases the building owned by Hawkins Way Capital. Together with the St. Francis College Crisis Response Plan and related training, drills and practical exercises, this plan is designed to familiarize faculty, staff and students with emergency preparation, prevention, and response insights; emergency reporting procedures and notifications; evacuation routes and procedures; emergency response chain of command and assignments; and, post-emergency reporting to ensure individual and campus safety, minimize risk to facilities, and facilitate timely response to a variety of emergency situations.

This plan, together with the building Fire Protection Plan in Appendix I, is intended to meet the requirements of the National Fire Protection Act (NFPA 1 10.8.1), United States Department of Labor Occupational Safety and Health Administration standards (29 CFR 1910.38(a) and applicable New York State and local regulations and includes:

- ✓ Procedures for reporting emergencies
- ✓ Occupant and staff response to emergencies
- ✓ Evacuation, relocation, and shelter-in-place procedures appropriate to the building, its occupancy, emergencies, and hazards
- ✓ Appropriateness of use of elevators
- ✓ Design and conduct of fire drills
- ✓ Type and coverage of building fire protection systems
- ✓ Other items required by the City of New York
- ✓ Each St. Francis College faculty, staff and student member is expected to be thoroughly familiar with this Emergency Action Plan and to participate in all related training and drills.

This Emergency Action Plan will be reviewed with each employee when initially adopted and when changes in facilities, staff assignments, new hires, and/or procedures occur.

Responsibility for developing and maintaining the Emergency Action Plan for each campus building and coordinating related training of faculty, staff and students in its contents lies with for the Vice President of Student Affairs & Dean of Students, Stanley Bazile, sbazile@sfc.edu, 718-489-2098.

Adopted: Date _____

By Authority of:

_____ President

_____ Vice President of Student Affairs Officer & Dean of Students

_____ Reviewed and approved by Campus Counsel

SECTION 2 - NOTIFICATIONS

How Do I Report an Emergency and Summon Help?

Immediate notification of emergency responders improves the ability to mitigate risk and render aid when lives and property are at risk.

Upon discovery of an emergency:

- ✓ Render aid if you are able
- ✓ Move to a safe place if possible
- ✓ Immediately call for help based on information below providing the following:
 - **Precise location and nature of the emergency**
 - **Concise description of what has occurred**
 - **Number of injured and nature of injuries**
 - **Information about aid provided to victims**
 - **DO NOT HANG UP—stay on the call to provide updates and receive instructions until emergency responders arrive and relieve you.**

Following are the primary emergency contacts and telephone numbers needed to report an emergency and summon help.

NOTE: All SFC telephone extensions can be reached from an inside line by dialing the 4-digit extension.

Life Threatening or Medical Emergency

- ✓ Call 911 immediately if serious medical or potentially life-threatening medical emergency. If in doubt about the severity of the medical event, call 911.
- ✓ Follow the instructions of the 911 Emergency Dispatcher
- ✓ Notify Building Security at 718-489-2044
- ✓ Non-Emergency Medical Event:
- ✓ Call Building Security at 718-489-2044 if non-emergency medical event.

Fire

If you smell something burning:

- ✓ Call 911 immediately
- ✓ Notify Building Security at 718-489-2044

If You See Flames or Large Amount of Smoke:

- ✓ Pull the red pull switch at a Fire Alarm pull station which will sound the fire alarm horns. Pull stations are located near all emergency staircases.
- ✓ Follow the instructions from your floor warden or the on-duty Fire Safety Director instructions given via the building's emergency intercom.

Facilities Emergency:

An emergency involving the building may include power failure, water outage, HVAC failure, elevator failure, broken doors, broken windows and other issues or hazards that impede the safe occupancy and/or operation of the Campus. Prompt detection and reporting of the emergency is vital to containing the risk and mitigating damages. Report facilities emergencies as follows:

- ✓ Call Building Security at 718-489-2044
- ✓ Call Residence Hall Emergency On-duty line at 347-533-0499
- ✓ Call Student Life at 718-489-2041 9am – 9pm

Who Else Needs to Know?

Support and care for our campus community is our highest priority. **After calling for emergency assistance as needed**, notify the following so that additional care and necessary reporting can be made:

Student Involved in Emergency Event

- ✓ Vice President of Student Affairs & Dean of Students, Stanley Bazile, sbazile@sfc.edu, 718-489-2098.

If unavailable, call:

- ✓ Sr. Associate Dean & Dir Event Management: rgonzalez132@sfc.edu and 718-489-5215

If unavailable, call:

President's Office 718-489-5254

Employee Involved in Emergency Event

- ✓ Executive Director HR: Nicole Hall
- ✓ Phone: 917-335-2007, Email: nicolehall@sfc.edu

If unavailable, call:

Asst. Director Accounting & Payroll: Melissa Duron

Phone: 718-489-5350, Email: mduron@sfc.edu

Emergency At Special Event on Campus

Security at 718-489-2100 or 718-489-2105

- ✓ Campus Security will then notify: Sr. Associate Dean & Dir Event Management: Ruben Gonzalez
- ✓ Phone: 718-489-5271, Email: rgonzalez132@sfc.edu

If unavailable, call:

VP, Enrollment Management and Community Relations: Robert Oliva

Phone: 718-489-5372 or 347-680-5570, Email: roliva@sfc.edu

AVP, Director of Marketing & External Affairs: Ali Scott

Phone: 718-489-2071, 917-504-7219, Email: aliscott@fc.edu

After-Hours Emergency in the Residence Hall

- ✓ Notify Assistant Dean of Residence Life Camille Shipman-McQueen at cshipman@sfc.edu 718-489-2041 who will immediately notify the Vice President of Student Affairs

If unavailable, Assistant Director of Residence Life (Jessup Peterson 347-684-4347) will call:

Vice President of Student Affairs & Dean of Students, Stanley Bazile, sbazile@sfc.edu, 718-489-2098

If unavailable:

- ✓ Sr. Associate Dean & Dir Event Management: Ruben Gonzalez Phone Email: rgonzalez132@sfc.edu 718-489-5271,
- ✓ If unavailable:
President's Office 718-489-5254

How Will I Be Notified of Mass Emergency and Receive Status Updates?

- ✓ SFCALERT is the mass emergency notification system used at SFC. SFC **requires** all faculty, students, and employees to register with [SFC Alerts](#), the College's electronic emergency notification system. This system enables College officials to reach members of the college by rapidly transmitting short notifications by email to an outside email address, text message to a cell phone, or by voice message to an off-campus telephone or cell phone. **If you have not registered, please do so today at [SFC Alerts](#).**
- ✓ Check www.sfc.edu/
- ✓ Call (718) 522-2300 for a recorded message
- ✓ Faculty, staff, and administrators may also check their voicemail at (718) 489-5400

SECTION 3 - EVACUATION

How Will I Know How to Evacuate the Building?

An announcement to evacuate will come in one of three ways:

1. The sounding of the Fire Alarm horns.
 2. Fire Safety Director, Floor wardens, and/or searchers will make a verbal announcement.
 3. SFCALERTS, the College's emergency notification system, will broadcast a mass alert Immediately upon notification, follow evacuation procedures as described below.
- ✓ Remain calm.
 - ✓ **DO NOT** use escalators or elevators. Elevators will automatically be recalled to the lobby floor with doors locked open for use at the discretion of the Fire Department.
 - ✓ Leave lights on.
 - ✓ **DO NOT** hesitate or try to save valuables.
 - ✓ Upon notification to evacuate, move in an orderly fashion to designated exits.
 - ✓ Once out of the building, move to the designated staging areas where you will be accounted for by the Floor Wardens and Building Coordinator.
 - Wait in the staging area for further instructions.
 - Upon receiving the "All Clear" order, the Building Coordinator or Floor Warden will notify you that it is safe to re-enter the building.
 - If the building remains closed and/or unsafe to enter, the Building Coordinator or Floor Warden will give instructions on how and where to relocate.

Staging areas used will be determined by where the specific emergency is located, and consequently which evacuation route is followed. Know them all thoroughly. Since you may be away from your office or residence when an emergency occurs, it is important to know the evacuation route for each floor from memory.

During an emergency, the floor wardens will be stationed on each floor wearing yellow safety vests. They will be in constant contact with the Fire Command Station and will have status information regarding the emergency.

Fire drills will be conducted at least twice per year (once each semester) and are designed and conducted by the Fire Safety Director in coordination with Assistant Director of Your participation is required and a fundamental responsibility in managing your own safety. You are expected to know the locations of emergency exits, stairways and fire extinguishers which are indicated on the floor plan posted at exits and in **Appendix I Fire Protection Plan**.

Emergency and Evacuation Communication Alert Procedures

SFC **requires** all faculty, students, and employees to register with [SFC Alerts](#), the College's electronic emergency notification system. This system enables College officials to reach members of the college by rapidly transmitting short notifications by email to an outside email address, text message to a cell phone, or by voice message to an off-campus telephone or cell phone. In the event of a fire on campus, the fire alarm system will be used for notification. This system incorporates the use of audio and visual alerts throughout the campus. **If you have not registered, please do so today at [SFC Alerts](#).**

Any visitor who will need assistance during an emergency evacuation should check-in with Campus Security and notify them of their intended location including the floor, room, and time of arrival and departure and nature of needed assistance.

How Do Students and Employees with Identified Disabilities Create an Evacuation Plan?

St. Francis College recognizes that individuals with disabilities may require assistance with alerting, evacuating, and/or sheltering in the event of an emergency. The College therefore asks all individuals (students, faculty, and staff) who may need assistance in an emergency to self-identify. Once you self-identify as requiring assistance, the College shall work with you to develop a personal emergency plan that includes specific evacuation procedures, sheltering procedures, and means of communication in the event of an emergency. For more information, please contact Associate Dean, Health Promotion and Wellness: Natasha Edwards: Phone: 718-489-2035 Email: nedwards@sfc.edu or Accessibility and Accommodations, Room 7201, aaa@sfc.edu. See appendix III for individual evacuation form.

Disabled Evacuation Procedures

Step 1: Individual self identifies to the Office of Health and Wellness that they require assistance in the event of an emergency. To do so, call 718-489-2047

- The College asks that all individuals update their Personal Emergency Evacuation Plan each semester to account for changes in schedule.
- The College asks that an individual with a personal emergency evacuation plan, report to the G stair during an emergency where they will be assisted by a fire warden.

Step 2: Assistant Director of Accessibility and Accommodations notifies Security by emailing security@sfc.edu and Facilities Management at devieni@sfc.edu about request for individual emergency evacuation plan. Additionally for student accommodation in the residence hall, Assistant Dean of Residence Life Camille Shipman-McQueen at cshipman@sfc.edu shall be notified.

- a. An official memorandum will be sent to the Vice President of Capital Projects and Facilities' Management, the Facilities Director of Operations, the Director of Community Partnerships and Special Events, Assistant Dean of Residence life and the Director of Campus Security.
- b. Self-identification form for personal emergency evacuation plan will be filed in Assistant Director of Accessibility and Accommodations' office, Facilities Management, Office of Community Partnerships and Special Events, Assistant Dean of Residence Life, and at the security desk in the lobby.

Step 3: The designated fire safety team will develop a personal emergency plan to include:

- a. Identifying the safest area located on each floor, such as fire staircases and identified elevator banks to which a person with a disability can be moved or directed to await assistance from emergency response personnel.
- b. Designating means to inform emergency response personnel of locations of any person(s) requiring assistance.
- c. A copy of all personal emergency plans shall be kept in the emergency binder at the security desk.
- d. A person with a disability may have the following evacuation options:
 - Horizontal evacuation (going from one building into a connected building on the same level)
 - Vertical (stairway) evacuation

- Proceeding to an Area of Rescue Assistance or Priority Rescue Area to await evacuation as communicated by the floor warden.
- Staying in place to await evacuation with the floor warden.

Step 4: College officials will update all personal emergency evacuation plans twice a year (beginning of each academic semester) and the College will notify police and FDNY of personal evacuation plans when the police and fire department arrive during an emergency.

Step 5: All students, faculty and staff will receive fire safety and emergency evacuation information during orientation. Information will also be updated and available on the College’s website in policy and procedures.

Request for Personal Emergency Evacuation Plan

All students requesting an emergency evacuation plan should begin their request by submitting a request for accommodations at: https://sfc-accommodate.symplcity.com/public_accommodation/

All others should complete the Disabled Person Evacuation Request Form (See Appendix II) and submit it to the Accessibility and Accommodations Office.

Evacuation Plans

DO NOT USE ELEVATORS OR ESCALATORS DURING EVACUATION.

Once evacuated, remain in the staging area for further instructions and so the Building Coordinator and/or Floor Warden can complete the accountability check (census of occupants) to ensure evacuation is complete. There are designated evacuation staging areas to allow emergency personal easier access to the building and to facilitate accounting of residents to promptly identify any missing persons. Upon evacuation, all residents will proceed to their respective meeting location below:

97 Columbia Heights Brooklyn NY 11201

ALL FLOORS

Meet across the street on the Fruit Street Sitting Area (Promenade) near the sitting benches

The following diagram depicts the evacuation routes out of the building and the evacuation staging areas.

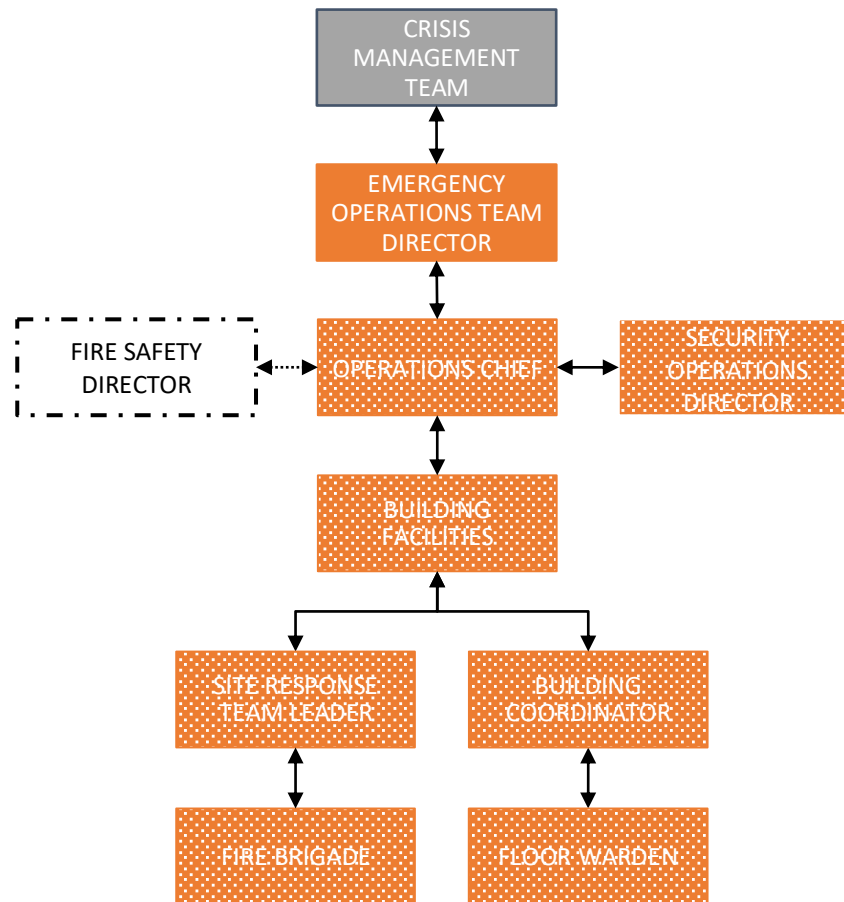
Detailed evacuation plans are found in Appendix 1 Building Fire Protection Plan, Floor Plans and Evacuation Routes

Shelter-In-Place Order

On occasion, the Emergency Operations Team (EOT) Director, Operations Chief and/or Site Response Team Leader and Fire Safety Director will determine that it is safer to Shelter-in-Place in a safe place inside the building instead of evacuating. This is necessary when the threat outside is greater than remaining in place—such as a severe windstorm, outside flooding, an active aggressor outside, hazardous materials exposure outside, or other similar threat.

The EOT Director and Operations Chief will make the Shelter-in-Place decision and order. The order will be communicated by the Operations Chief to the Site Response Team Leader and Building Coordinator. Building occupants will be notified through the SFCALERT emergency alert system, building fire PA system, and verbally from the Building Coordinator and the Floor Wardens who will give further information on how and where to Shelter-in-Place.

SECTION 4 – CHAIN OF COMMAND



CRISIS MANAGEMENT TEAM (CMT)

The Crisis Management Team (CMT) is the executive level oversight and strategic decision-making body for SFC during a potential or actual crisis. When activated, the CMT is responsible for and has the authority to:

- ✓ Make policy and strategic decisions related to the crisis that have significant implications for SFC.
- ✓ Identify/forecast/manage key issues and consequences stemming from the incident or event.
- ✓ Provide strategic guidance to the EOT when activated.
- ✓ Approve the communications strategy and key message points for both internal and external stakeholders.
- ✓ Guide the overall recovery strategy including sequence and resumption of campus activities, large expenditures as well as capital improvements or reconstruction.

Crisis Management Team Leader (Primary): Tim Cecere, Interim President, at tcecere@sfs.edu or (917) 842-8020

EMERGENCY OPERATIONS TEAM (EOT)

The Emergency Operations Team manages the College's response to an emergency event or incident consistent with the Incident Command System (ICS) in alignment with the intent and purpose of FEMA's National Incident Management System (NIMS). This response includes setting operational objectives and priorities; developing an Incident Action Plan to stabilize the emergency and mitigate threats; conducting tactical operations necessary to accomplish the plan; directing all tactical, care and shelter and recovery resources; and guiding business recovery operations.

The EOT operates using the multidisciplinary Incident Command structure to ensure unity of command, control, accountability, and coordination between the University and other emergency response agencies. Examples of the EOT's responsibilities include:

- ✓ **Saving/Protecting Lives**—Mitigating life-safety threats and stabilizing emergency conditions. Managing building evacuations, fire suppression, search and rescue, medical aid, communication, and utility stabilization.
- ✓ **Protecting College Environment, Systems, Property and Critical Programs**—Performing building inspections, establishing facilities security, shelter, food, and water.
- ✓ **Restoring Operations**—Securing vital College records, securing, and reoccupying buildings or relocating space, obtaining emergency recovery supplies through mutual-aid arrangements.
- ✓ **Supporting Community Needs**—Providing available space to external agencies, assisting outside organizations (i.e.: Red Cross, NYPD, NYFD) as well as neighboring residents with care and shelter resources.

General Employee Emergency Assignments

The Emergency Operations Team Director will determine activation of emergency responders and notify the President and CMT Leader of the activation as appropriate.

- ✓ All activated members should report to the command station in the first-floor lobby
- ✓ Do not leave the command station for any reason unless specifically relieved by the Emergency Operations Team Director or there is an immediate threat to your personal safety
- ✓ See Other Resources: Crisis Response Plan and related checklists for additional Emergency Operations Team activation and operational guidance

Emergency Operations Team Director

Primary: VP, Enrollment Management and Community Relations: Robert Oliva Phone: 718-489-5372 or 347-680-5570, Email: roliva@sfc.edu

The Emergency Operations Team (EOT) Director serves as the overall incident commander in incidents that are beyond the scope of the Operations Chief and Site Response Team. The EOT Director leads and directs emergency response operations utilizing the Incident Command System team structure to stabilize the emergency and to protect lives, critical infrastructure, critical research, and institutional reputation. The EOT Director activates the EOT functions based upon an established criteria and nature the emergency, determines the EOC location, and notifies the CMT Leader.

While the EOT Director is focused on the overall emergency response, he/she regularly briefs the CMT on the situation status and seeks direction from CMT on issues of broad strategic concern i.e.: fully closing the campus for greater than a day. The EOT Director works through the Operations Team and others to accomplish the response.

Initial steps when notified of an emergency:

- ✓ Responds to the Command Center in the first-floor lobby
- ✓ Determines whether to activate the EOT
- ✓ Leads and directs the overall emergency response consistent with the Crisis Response Plan and the Emergency Action Plan as applicable
- ✓ Coordinates with Operations Chief consistent with the Crisis Response Plan
- ✓ Coordinates with emergency responders in Joint Command Post as necessary and appropriate in in large scale events
- ✓ Coordinates with Public Information Officer and approves all operational SFC emergency communications
- ✓ Briefs the CMT leader on situation status

Operations Team Chief

Primary: Kevin O'Rourke Vice President of Capital Projects and Facilities at korourke@sfc.edu or 646-369-8995

Assumes operational oversight and direction of the multi-department response including coordination with on-scene emergency responders including Site Response Leader, Building Coordinator, Floor Wardens, and Public Safety Field Incident Command. Upon notification of an emergency, the Operations Chief will:

- ✓ Report to Command Center in the lobby or the President's Office depending on the nature of the emergency
- ✓ Determine type and nature of emergency and the situation status from Site Response Team Leader
- ✓ Determine necessary response and resources needed in collaboration with EOT Director and Site Response Leader, and Building Coordinator
- ✓ Report situation status to EOT Director
- ✓ Executes operational response in coordination with EOT Director and Site Response Leader until relieved
- ✓ Issues Evacuation Orders, Shelter-in-Place Orders, and All-Clear Orders as appropriate.
- ✓ Uses walkie-talkies in case of a power failure to communicate with responders
- ✓ Serves as primary Liaison with Fire Department, Police, or other emergency personnel as appropriate

Fire Safety Director

Primary: (Certified Fire Safety Director employed By Hawkins Way Capital) – Holly Fitzgerald, Property Manager

The Fire Safety Director (FSD) is employed by the building owner to ensure all fire safety regulations are in compliance with regulations and to implement the building's fire safety plan. A certified Fire Safety Director is required to be on-duty when the building has occupancy of 100 persons above and below grade or 500 persons in the entire building. In the event of a building emergency, the Fire Safety Director will lead the building facilities team response and evacuation (as necessary) in coordination with the Operations Chief.

Primary responsibilities of the FSD include:

- ✓ Develop, maintain, and implement the building Fire Protection Plan and Emergency Action Plan
- ✓ Orient and train building floor wardens and fire brigade in coordination with St. Francis College Operations Chief
- ✓ Liaison with the Fire Department upon their arrival
- ✓ Liaison with St. Francis College Operations Chief
- ✓ From the Fire Command Center, control and supervise the floor evacuations

- √ Maintain and operate the fire alarm system panel at the lobby Fire Command Center
- √ Make voice announcements of emergency instructions to building occupants during a fire or other emergency
- √ Lead and direct the building facilities team emergency response

Building emergencies include smoke investigation, fire, power outage, explosion, flood, and other facilities related emergencies.

See Appendix I Building Fire Protection Plan for additional information

Security Operations Director

Primary: Sr. Associate Dean & Dir Event Management: Ruben Gonzalez Phone Email: rgonzalez132@sfc.edu 718-489-5271,

The Security Operations Director serves as a member of the EOT Operations Team and collaborates with others in emergency operations planning and response. Primary responsibilities include:

- √ Leads and directs Security Operations including security guard deployment, POST order approval, access control, visitor management, incident reporting, security intake and response to calls for assistance, emergency notifications, security camera deployment and management (*if applicable*), and other security operations functions as assigned.
- √ Supports the Building and Facilities Team as directed by the Operations Team Chief.
- √ Reports to the Operations Team Chief.

Site Response Leader

Primary: Denise Vieni, Director of Facilities Management Email: dvieni@sfc.edu Phone: 646-369-8997,

Immediately upon identification of an emergency, the Site Response Leader will:

- ✓ Report to the Command Center in the lobby or the President's Office depending on the nature of the emergency
- ✓ Determine type and nature of emergency and the situation status from Building Coordinator
- ✓ Determine necessary response and resources needed in collaboration with Operations Chief, Fire Safety Director and Building Coordinator
- ✓ Report situation status to Emergency Operations Team through the Operations Chief
- ✓ Executes site operational response in coordination with Operations Chief and EOT Director until relieved.
- ✓ Uses walkie-talkies in case of a power failure to communicate with Building Coordinator and Fire Wardens
- ✓ Liaisons with Fire Department, Police, or other emergency personnel as directed by Operations Chief

Building Coordinator

Primary: Assistant Dean of Residence Life Camille Shipman-McQueen at cshipman@sfc.edu 718-489-2041 who will immediately notify the Vice President of Student Affairs

Assists Floor Wardens in directing the evacuation of people from their assigned floor to the nearest emergency exit actively checking that all persons have left the area while on their way out of the building and preventing people from using elevators; ensuring orderly and safe stair evacuations; enlisting help to assist any disabled person; and directing people to pre-determined evacuation assembly areas. The Building Coordinator will:

- ✓ Respond to the location of emergency (i.e., location from report or code from fire horns).

- ✓ Determine nature of emergency and report this information via radio to the Site Response Leader (Director of Facilities Management located in lobby command center).
- ✓ In the case of a fire requiring an evacuation, send a runner to the nearest pull box to activate the alarm.
- ✓ Ensure that appropriate notifications/alerts have been made and emergency procedures are being followed.
- ✓ Retrieve emergency kit and put on Building Coordinator ID vest and hard hat.
- ✓ Observe and report any hazardous conditions and damage.
- ✓ Keep unnecessary personnel away from scene of emergency.
- ✓ Keep the building Lobby clear for use by First Responders.
- ✓ If evacuation is indicated or ordered, assists Floor Wardens and Emergency Responders:
 - Ensures alert of all personnel on assigned floors.
 - Assigns personnel to assist any disabled or injured if needed.
 - At evacuation assembly area, collects census and status reports from Floor Wardens on any missing, injured trapped, deceased employees (faculty, students, and/or visitors) or persons needing evacuation assistance.
 - Provides Public Safety First Responders (Police, Fire and/or EMS) and Site Response Leader with status report of condition of building including the last known locations of any injured, trapped, missing, or deceased persons; fires; hazardous materials spills; utility failures; and other known hazards.
 - Attempts to keep floor occupants in the evacuation staging areas and provides information and directions to them, as directed by the Site Response Leader until such time that the **“All Clear”** (deemed safe to re-enter) order has been given by Operations Chief, or the building has been declared closed and building occupants instructed to relocate elsewhere.

See Appendix II for assignments, roster, checklist, and status reporting form

Floor Wardens

The Floor Wardens post at a visible place on the assigned floor.

Floor Wardens shall:

- ✓ Retrieve Floor Warden equipment, put on Floor Warden yellow vest and hard hat, report to assigned post.
- ✓ Ensure appropriate notifications/alerts are made and emergency procedures are followed.
- ✓ Observe and report any hazardous conditions and/or damage.
- ✓ Keep unnecessary personnel away from emergency scene.
- ✓ If evacuation is indicated or ordered:
 - Alert all personnel on assigned floor - Knock loudly on doors and shout to rouse anyone who may be inside.
 - Ensure that all people on assigned floor evacuate in an orderly and safe fashion.
 - During evacuation, quickly check floor, offices, closets, storage areas, restrooms, and setbacks to ensure that all people have evacuated.
 - Leave lights on and close all doors when area is evacuated.
 - Post “area evacuated” sign on door once area is cleared (if time allows).
 - Assist disabled, injured, and/other persons in distress following applicable policy and report location to the command post via the Building Coordinator.

- ✓ Provide Building Coordinator and emergency responders with status report of condition of assigned floor including:
- ✓ Last known status and location of any injured, trapped, missing or deceased person.
- ✓ Last know location and status of any fire, hazardous materials spill, utility failure, and/or other hazard.
- ✓ Maintain radio contact with Building Coordinator.
- ✓ Inform and direct floor occupants, as directed by the Building Coordinator.

See Appendix II for assignments, roster, checklist, and status reporting form

Fire Brigade

The Fire Brigade is selected, trained, and designated by the Building Fire Safety Director.

Upon orders from the Site Response Leader or Building Coordinator each Fire Brigade member will:

- ✓ Secure a fire extinguisher and go to the floor below the fire.
- ✓ Move up the stairs to the fire floor, then check the door for heat.
- ✓ If it is hot to the touch, wait for the FDNY.
- ✓ If it is cool to the touch and you determine safe to do so, attempt to extinguish the fire using the fire extinguisher. To operate the extinguisher, remove the safety pin and spray with sweeping motions at the base of the fire. Spray in short bursts.
- ✓ If unable to extinguish the fire, leave at once and report to the Fire Command Station
- ✓ If the fire is extinguished, double-check for smoldering areas then report to the Fire Command Station

Clean Up

- ✓ The Building Management is responsible for managing services necessary to clean and repair areas and facilities damaged because of the crisis in coordination with Assistant Dean of Residence Life Camille Shipman-McQueen at cshipman@sfc.edu 718-489-2041

SECTION 5—PERSONAL SAFETY GUIDANCE: WHAT TO DO IF...

Active Aggressor

While the probability of an active aggressor situation on Campus may be low, it is vital to be aware of the possibility and think through the actions you can take to stay safe. There are many rapidly occurring factors that impact your safety in such a situation and there is not a single best approach to remaining safe. It is most important to remain as calm as possible and use your best judgement given the information available to you. St. Francis College supports the **Run - Hide - Fight** personnel protection strategy recommended by the US Department of Homeland Security and New York City Police for use during Active Aggressor events. The three primary action options to consider are Run, Hide and/or Fight as the situation and your best judgement guides you. [This video](https://www.youtube.com/watch?v=5VcSwejU2D0) provides a short orientation and illustration of the Run-Hide-Fight strategy. (Full link: <https://www.youtube.com/watch?v=5VcSwejU2D0>)

Checklist:

Before

- ✓ Be familiar with your surroundings
 - Identify the nearest safety exits and a route you can use to exit the building from your area.
 - Look for places to hide and consider rooms that can be locked from the inside or barricaded in some way such as offices, conferences rooms, storage rooms.
 - Consider methods to barricade a door using items around you such as door stopper, belt wrapped around the door hinge, desk, file cabinets or other heavy office equipment.
 - Consider items that could be used as makeshift weapons such as scissors, portable fire extinguishers, etc. should you need to fight.
- ✓ If you see something, say something.
 - Report suspicious circumstances to Police, Campus Security, Behavioral Threat Assessment Team, your supervisor, or other appropriate authority.
 - Suspicious activity is any observed behavior that could indicate a threat related crime. This includes, but is not limited to:
 - Extreme erratic or threats of violence or actual violent behavior targeting people or places: such as threats to shoot co-workers, blow-up a building, etc.
 - Unusual items or situations: A vehicle is parked in an odd location, a package/luggage left unattended, a window/door is open that is usually closed, or other out-of-the-ordinary situations.
 - Eliciting information: A person questions individuals at a level beyond curiosity about a building's purpose, operations, security procedures and/or personnel, shift changes, etc.
 - Observation/surveillance: Someone pays unusual attention to facilities or buildings beyond a casual or professional interest. This includes extended loitering without explanation (particularly in concealed locations); or unusual, repeated, and/or prolonged observation of a building.

During

- ✓ Run

- Get out of the building and get away from the aggressor - as quietly and quickly as possible if you determine it is safe to do so.
- Evacuate regardless of whether others agree to follow.
- Leave your belongings behind.
- Help others escape, if possible.
- If you can't run out, consider if you can run away, buy time and create distance between you and the assailant.
- Remember, you can also go upstairs to get away if going down is not an option.
- Call 911 when you are safe.
- ✓ Hide
 - If you cannot run, find a place to hide where the active aggressor is less likely to find you.
 - Lock and/or barricade the doors.
 - Turn off lights.
 - Remain quiet.
 - Stay out of the active aggressor's view—cover the door window if possible.
 - Silence your cell phone.
 - Hide behind large items (e.g., file cabinets, desks) that could provide ballistic protection.
- ✓ Fight (Do ANYTHING you can to survive!)
 - If all else fails, and only as a last resort, attack the active aggressor with whatever makeshift weapons you can find (scissors, portable fire extinguishers, chairs, etc.) to disarm and disable.
 - When possible, work with others as you fight for your lives to overwhelm and subdue the aggressor.

After

- ✓ When you are safe, call 9-1-1 and be prepared to provide information to the operator including location of the incident, number of injured and details about the attacker(s).
- ✓ Take care of yourself first and then, if you are able, help the wounded get to safety and provide immediate care.
- ✓ After law enforcement arrives:
 - Remain calm and follow officer's instructions.
 - Always keep your hands empty and visible.
 - Avoid making quick movements toward officers.
 - Do not stop to ask the officers for help or directions when evacuating - just proceed in the direction from which they entered the premises.
 - Report to designated areas to provide information and get help.
 - Cooperate with the post-event police investigation as appropriate.

Bomb Threats

- ✓ For your safety and that of others, treat each threat seriously by notifying Campus Security. Immediately.
- ✓ Call 911 immediately if there is an imminent, clear, and present danger.

Telephone Threat

- ✓ Remain calm!
- ✓ Note the current time on your phone or watch.
- ✓ Try to ascertain:
 - The location of the bomb.
 - The time the bomb is expected to go off.
- ✓ Listen to the voice carefully and try to determine:
 - Accent of the caller.
 - Estimated age of the caller.
 - Sex of the caller.
- ✓ If you receive the call on voicemail, save the voicemail.
- ✓ Write down all your observations and the information given to you.
- ✓ Try to recall the ring of the phone call- was it a double ring (indicating outside phone call) or single ring (within the College)?
- ✓ Once the call is disconnected:
 - Immediately call Security. If unavailable, call Facilities Management. If unavailable, call Director of Events Management, Facilities Rentals and Campus Security at ext. 5271 to report and provide as much information.
- ✓ The person receiving your report is responsible for contacting the authorities, making other appropriate emergency notifications, and initiating the evacuation process if appropriate.
- ✓ Await further instructions.

Written Threat

- ✓ Call Security immediately.
- ✓ Notify your immediate supervisor.
- ✓ Avoid unnecessary handling of the message to preserve evidence and keep it in a safe place until Campus Security and/or police officers arrive.
- ✓ Leave and/or stay away from the area where the bomb is alleged to be until Security and/or Police render it safe.

Earthquake

Before

- ✓ Assess your surroundings and take preventative measures.

- Look around the places where you spend time (residence hall, classroom, or office) and identify safe places, such as under a sturdy piece of furniture, should an earthquake occur.
- Create an Emergency Preparedness Kit.
- Plan how you will communicate with friends and family members during an emergency. E-mail, text, and social media may be best as phone networks may become overloaded.
- Identify a meeting point in an open space and at least two routes to get there.
- Secure items that could fall and cause injuries (e.g., bookshelves, mirrors, light fixtures).

During

- ✓ Stay calm!
- ✓ If indoors:
 - Do not run outdoors! Stay where you are. **Drop, Cover and Hold On!**
 - If you cannot get under a sturdy piece of furniture, get near a corner of a room or in a doorway away from windows and objects that could fall on you.
- ✓ If outdoors:
 - Move away from buildings, trees, streetlights, and utility wires.
 - **Drop, Cover, and Hold On!**

After

- ✓ Assess and move to safety
 - When the shaking stops, look around and assess your situation.
 - If there is a clear path to safety, leave the building and go to your evacuation assembly area in an open space away from damaged areas.
 - Do not use elevators!
 - When exiting the building, move along walls, including when walking downstairs, as these areas are sturdier.
 - Once outside, stay away from buildings and head towards your designated evacuation assembly area.
 - Do not use lighters or open flame tools, as there could be a gas leak in the area.
 - If you become trapped during the earthquake, do not move around, or kick up dust. If possible, use your cell phone to call or text for help. If not tap on a pipe, wall, or whistle so that rescuers can locate you.

Elevator Failure

Before

- ✓ Be aware of your surroundings including the condition of the building elevators.
- ✓ Take note of the emergency procedures and emergency alarm button in the elevator.

During

The elevator(s) may be out of service for a variety of reasons such as needed repairs, malfunction, power failure, fire alarm, or other type emergency.

If you find yourself stuck inside an elevator:

- ✓ Remain calm
- ✓ Activate the emergency alarm button on the elevator panel to summon help
- ✓ Report any medical emergency or needs occurring within the elevator

The Facilities team is responsible for responding to elevator emergencies and reporting to the Building Coordinator who will call the elevator service technician immediately. A member of the Fire Brigade will then stay with the elevator to reassure and assist until the emergency is resolved.

Safety precautions to keep in mind:

- ✓ Don't climb out of the elevator either through the top or through an open door, especially if the elevator is stuck between floors. It may start up again without warning and injuries could result.
- ✓ Don't extend arms, legs, or your head through a partially open door. Mechanical equipment in an emergency can be unpredictable and severe injuries could result.
- ✓ Do be patient and wait for the Floor Warden and the Elevator Technician or Fire Department to assist you.

After

- ✓ Request medical assistance if needed.

Excessive Cold

Before

- ✓ Regularly stay informed by following the news and weather alerts.
- ✓ Make sure checking the forecast is a part of your regular routine so you will know when to expect cold weather.
- ✓ If possible, adjust your schedule to avoid being outside during the coldest part of the day, typically the early morning.
- ✓ Dress for outdoors even if you do not think you will spend much time outdoors.
- ✓ Stock non-perishable food such as canned food and a can opener, dry cereal, and protein rich foods like nuts and energy bars.

During

- ✓ Stay indoors and wear warm clothes. Layers of loose-fitting, lightweight, and warm clothes are suggested.
- ✓ Eat regularly. Keep the body replenished with fluids to prevent dehydration. Avoid caffeine and alcohol.
- ✓ If you must go outside:
 - Walk carefully on snowy and icy sidewalks. Slips and falls occur frequently in winter weather.
 - Learn how to [walk like a penguin](#).
 - Cover your mouth to protect your lungs from severely cold air.
 - Watch for signs of hypothermia and frostbite.
 - Keep dry. Change wet clothing frequently to prevent a loss of body heat.

After

- ✓ Avoid traveling until conditions have improved.
- ✓ Check to see if your friends and neighbors are okay.

Excessive Heat

Before

- ✓ Regularly stay informed by following the news and weather alerts.
- ✓ Shield windows exposed to the sun.
- ✓ Be aware of both the temperature and the heat index. The heat index is the temperature the body feels when the effects of heat and humidity are combined.
- ✓ Check for air leaks and clean the A/C filter.
- ✓ Refrigerate bottles of drinking water.
- ✓ If you do not have air conditioning, find places to go to for relief from the heat during the warmest part of the day (schools, libraries, theaters, malls).

During

- ✓ Stay hydrated by drinking plenty of fluids even if you do not feel thirsty. Avoid drinks with caffeine or alcohol.
- ✓ Wear loose-fitting, lightweight, light-colored clothing. Avoid dark colors as they absorb the sun's rays.
- ✓ Slow down, stay indoors, and avoid strenuous exercise during the hottest part of the day. Postpone outdoor games and activities.
- ✓ Check on family, friends and neighbors who do not have air conditioning.
- ✓ Check on your animals frequently to ensure they are not suffering from the heat.

After

- ✓ The National Weather service provides additional information on [heat injuries](#).

Explosions

Due safety devices and procedures governing their use, there is little possibility of an explosion from equipment in the building. Nonetheless, accidents happen, and it is possible a device may be brought in from the outside.

Before

- ✓ Know where emergency exits are located on your floor.
- ✓ Know how to get to an exit, even in the dark.
- ✓ Know where fire extinguishers are located on your floor.
- ✓ Know where your fire alarm pull stations are located.
- ✓ Know your evacuation meeting locations.
- ✓ Participate in Emergency Action Plan training and Fire Drills.

During

- ✓ If you see any suspicious boxes, packages, or containers of any kind, report them to Security and to your supervisor, Assistant Dean of Residence Life as applicable.
- ✓ If you smell an odor which you cannot identify—especially if it is noxious—call Security and/or Facilities Management.
- ✓ Facilities Management along with EOT Operations Chief and/or Director will evaluate the threat and decide what steps to take.

If there is an explosion:

- ✓ Treat it like a fire emergency and follow the evacuation procedures and instructions from the Floor Warden.
- ✓ Stay calm - staff is trained in first aid and evacuation procedures.

If it is necessary to evacuate:

- ✓ Follow the evacuation procedures for a fire emergency and the instructions of your Floor Warden
- ✓ If you are unsure what to do, call Security.

After

- ✓ Do not re-enter the building until the All Clear order has been given by the Operations Chief and you have been authorized to re-enter by the Building Coordinator or Floor Warden.

Fire

Before

- ✓ Know where emergency exits are located on your floor.
- ✓ Know how to get to an exit even in the dark.
- ✓ Know where fire extinguishers are located on your floor.
- ✓ Know where your fire alarm pull stations are located.
- ✓ Know your evacuation meeting locations.
- ✓ Participate in Emergency Action Plan training and Fire Drills.

During

In the event of a fire, or if you smell smoke, the acronym R.A.C.E. provides a guide to follow:

- ✓ Rescue
 - Rescue people in immediate danger if you can safely do so.
- ✓ Alert
 - Notify Security.
 - Pull the fire alarm.
 - Call 911 from a safe location.
- ✓ Contain
 - Close all doors and windows as you leave.

- ✓ Evacuate/Extinguish
 - Extinguish small fires quickly if it is safe to do so.
 - If a fire or smoke emergency warrants evacuation, the order to evacuate will be given.
 - Don't look for friends or use the phone to call anyone.
 - Listen for and follow the instructions by your Floor Warden.
 - Evacuate building - use stairs never elevators in a fire emergency.
 - Immediately inform emergency responders or SFC staff if you are aware that someone is missing.

How to Use a Fire Extinguisher

All fire extinguishers in building are ABC type, can be used on all types of fire, and are checked and tagged once every six months. To operate the fire extinguisher:

1. Hold the unit upright against your body.
2. Break the safety wire or plastic holding the safety pin.
3. Pull out the safety pin from between the levers.
4. Hold the fire extinguisher by the bottom-most of the two levers.
5. Remove the hose from its retaining clip.
6. Stand 8 to 10 feet away and aim the hose nozzle at the base of the fire. Squeeze the two levers together. This will discharge the fire extinguisher. Sweep the nozzle side- to-side across the **base** of the fire.
7. Always position yourself so you are facing the fire with your back to an exit. Make sure your exit is not cut off by the fire.
8. If the fire extinguisher is fully discharged and the fire is not out, you must make a quick decision as to whether another fire extinguisher will finish the job or whether it should be left to the Fire Department. By this time, they should be on their way. However, don't be a hero. Protect yourself. **When in doubt, leave.**
9. Report your progress to the Site Response Leader.

After

- ✓ Do not re-enter the building until the "All Clear" order has been given and you have been authorized to re-enter by the Building Coordinator or Floor Warden.
- ✓ Report any fire extinguisher that it is not properly charged to Building Facilities Management.
 - Check the gauge at the top of the fire extinguisher.
 - The gauge pointer should be in the green area. If it is not, the Fire Extinguisher requires service and should be reported to the Building Facilities Management.

Flood

Before

- ✓ Regularly stay informed by following the news.
- ✓ Create a communication plan with your family and friends in the event of a disaster. Plan should include a specific person identified to contact for status updates and/or a safe location to meet.

- ✓ Assemble an emergency kit.
- ✓ Know your risk whether your school is in a [floodplain](#).
- ✓ Sign up for emergency notifications.

During

- ✓ If you detect water leaking or a flood on Campus, call the Campus Security desk and the Facilities Director of Operations immediately.
- ✓ If you are in an area that will flood, and do not feel comfortable, do not wait for the order to leave; evacuate yourself.
- ✓ Continue listening to local news station for the latest information and updates.
- ✓ Do not walk, swim, or drive through floodwater. Just six inches of fast-flowing water can knock you over and two feet will float a car.
- ✓ Get out of areas subject to flooding and get to higher ground immediately.
- ✓ If told to evacuate, do so immediately.
- ✓ If you have time, disconnect electronics, appliances, and other electrical devices.
- ✓ If water covers the electrical outlets or if cords are submerged, DO NOT go near the area.
- ✓ Remember that water conducts electricity. Don't step into it unless you know it is safe to do so.

After

- ✓ Continue listening to local news for the latest updates.
- ✓ Let friends and family know you are safe.
- ✓ If evacuated, return only when authorities say it is safe to do so.
- ✓ Avoid standing water which hides many dangers including toxins and chemicals. There may be debris under the water and the road surface may have been compromised.
- ✓ Do not visit disaster areas, your presence may hamper rescue and other emergency operations.
- ✓ Pay attention to them road closure and other cautionary signs put in place for your safety.
- ✓ Do not enter a flood-damaged building until you are given the "All Clear" order by authorities

Hazardous Materials

Before

A Safety Data Sheet (SDS) is available with security

Read the SDS and be familiar with each substance you use.

- ✓ Take precautions to avoid exposure to hazardous materials.

During

- ✓ In case of emergency such as injury or illness, major spill, or theft of hazardous material, immediately call 911 (9-911 from SFC Telephone) to summon emergency responders.
- ✓ Notify Security as soon as possible thereafter.

If there is chemical exposure to skin:

- ✓ Flood exposed area with running water from faucet or safety shower for at least 15 minutes.
- ✓ Remove contaminated clothing or jewelry at once.
- ✓ Make sure chemical has not accumulated in shoes.
- ✓ Obtain medical attention - if necessary.

If there is chemical exposure to eyes:

- ✓ Immediately rinse eyeball and inner surface of eyelid with water continuously for 15 minutes. Hold eye open to insure effective wash behind eyelids. Be careful not to contaminate the other eye.
- ✓ Obtain medical attention as needed.

If there is smoke, fumes, gas odors, or other airborne contaminants:

- ✓ If you smell an odor which you cannot identify—especially if it is noxious—call Facilities or Building Management and your supervisor or Resident Assistant immediately.
- ✓ If you feel sick, warn others, and leave the area.
- ✓ Anyone overcome by smoke or other airborne contaminants should be relocated to an area where there is fresh air.
- ✓ Never attempt to enter a location where potentially dangerous air contaminants might place you at risk. Do not enter the space until the odor is identified and rendered safe to enter (or rendered safe for a trained emergency responder with an authorized respirator). If someone is hurt, obtain medical attention.

If clothing is on fire (Stop, Drop and Roll):

- ✓ Extinguish burning clothing by using the drop and roll technique, dousing with cold water using an emergency shower, or smothering with a fire blanket. Note: If using a fire blanket, do not allow the person to remain standing.
- ✓ If possible, remove contaminated clothing and cover injured person to prevent shock.
- ✓ Seek immediate medical attention.

After

- ✓ Report the exposure incident to your supervisor.

Global Travel Risk

Before

- ✓ Before traveling, check the [State Department website](#) to see if there are any travel restrictions for your destination.
- ✓ Make sure all your travel documents (passport, visa, etc.) are up to date and will be valid for the duration of your trip.
- ✓ Bring extra belongings (electronics, clothing, money) in case your trip is unexpectedly extended.
- ✓ Enroll in the State Department's, Smart Traveler Enrollment Program (STEP), to receive important alerts.

During

- ✓ Contact the nearest American Embassy or Consulate.
- ✓ Arrange for travel back to the United States or country of origin as quickly as possible.
- ✓ If travel is not an option, make plans for an extended stay abroad. Assistance can be provided through Embassy or Consulate.
- ✓ Stay updated by frequently checking government websites and news outlets as situations can change rapidly.

After

- ✓ Contact family and friends and advise and let them know you are safe.
- ✓ If traveling on college business, contact your supervisor to advise your status.

Medical Emergency

Before

- ✓ Know location of workplace first-aid supplies
- ✓ Maintain a personal emergency medical kit with basic first-aid supplies at your home and office
- ✓ Consider CPR and/or First-aid training for lay persons available through the American Heart Association, Red Cross, and other organizations.

During

If someone is injured or becomes ill in your presence:

- ✓ **DO NOT MOVE** the injured person, unless they are in danger (in a pool, burning building, etc.).
- ✓ **Call 911 immediately** if the situation is serious or life threatening. Stay on the phone with emergency dispatcher until emergency responders arrive.
- ✓ Contact Security as soon as possible.
- ✓ Stay with the victim until emergency responders arrive and you are relieved.
- ✓ When security arrives, let them know if 911 was notified. If not called, security will call 911 if required.
- ✓ The Nurse or Security will be in charge until EMS arrives on campus.
- ✓ DO NOT touch blood or bodily fluids without the aid of protective gloves.
- ✓ DO NOT perform CPR unless you have been certified.
- ✓ Automatic External Defibrillators (AED) are available for lifesaving measures in the event of a cardiac arrest and are located throughout the College to be used by trained staff including nurses, Residence Hall staff.
- ✓ Provide your name, contact information, and statement of what happened to responding authorities and as needed.

Power Failure

Before

All SFC buildings in New York have legally required emergency lighting designed to provide assistance if emergency egress is necessary. Regardless of location, you should:

- ✓ Know where to find your flashlights and batteries.
- ✓ Have a flashlight app for your phone.
- ✓ Ensure you have a portable power bank, and it is fully charged.
- ✓ Have ice ready or freeze water-filled plastic containers to help keep food cold during a temporary power outage.

During

When the power goes out:

- ✓ Do not use candles, only use a flashlight.
- ✓ Unplug any electronics such as computers, televisions, and stereos.
- ✓ If you are at work, await instructions from building staff.
 - If an evacuation is ordered, follow the instructions from the Floor Warden.
 - Close windows and doors before you leave.
 - Follow evacuation Procedures outlined in Section 3
 - Use the stairs—do not use elevators in an evacuation.
 - Wait in the evacuation staging area for further instructions.
- ✓ If you are cooking, turn off the oven and stove.
- ✓ Do not touch any downed power lines.
- ✓ Avoid standing water due to possibility of electrocution from downed power lines.

After

- ✓ Check your electrical equipment for damages.
- ✓ Throw away any food that has been exposed to temperatures 40° F (4° C) or higher for 2 hours or more or that has unusual odor, color, or texture. When in doubt, throw it out!

Severe Weather

Before

- ✓ Regularly stay informed by following the news and National Weather Service reports.
- ✓ Create a communication plan with your family and friends in the event of a disaster - Plan should include, specific person identified to contact for status updates, and/or a pre-determined safe location to meet.
- ✓ Assemble an emergency kit.
- ✓ Know your risk whether your home, place of employment or school is in a high-risk area.
- ✓ Sign up to received emergency alert notifications.

During

Should a storm or high wind conditions occur, there could be damage to people or property.

In case of high winds:

- ✓ Each day when you leave, secure your office and home against emergencies by locking the windows and doors, and turning out the lights.
- ✓ If a window should suddenly blow open, move away from it to avoid flying glass or other objects.
- ✓ Doors to the outside should be treated the same way.
- ✓ Monitor emergency alerts and building announcements for warnings and instructions.

When on Campus:

- ✓ Call the Building Coordinator (Facilities Director of Operations) immediately to report building damage.
- ✓ In case of severe or life-threatening injuries, call 911. Follow the medical emergency notification procedures and directions of the 911 Emergency Dispatcher.
- ✓ In case of a severe storm warning, a decision will be made by the EOT Director to close the building.
- ✓ If conditions are so severe that leaving the building is unsafe or impossible, then a decision may be made to move occupants to rooms without exterior windows or doors and shelter in place.
- ✓ Listen for instructions from your Floor Warden and follow them.

After

- ✓ Assess for injuries and call for help as needed or contact your Floor Warden if on Campus.
- ✓ Use care to avoid broken glass and fallen object as you exit the building and/or clean-up.
- ✓ Campus clean-up will be coordinated by Facilities Management.

Shelter-in-Place

Before

- ✓ Know your building and floor plan including safe spaces away from windows and doors.
- ✓ Participate in emergency trainings and drills to prepare yourself for an emergency.
- ✓ Keep an emergency kit in your home and workspace including flashlight, extra batteries, latex gloves, work gloves, first-aid kit, and other supplies you may need.
- ✓ Monitor the news and emergency notification alerts.
- ✓ Keep your cell phone charged and carry a spare charging unit.

During

- ✓ Close the building. If there are customers, clients, or visitors in the building, provide for their safety by asking them to stay - not leave. When authorities provide directions to shelter-in-place, they want everyone to take those steps immediately.
- ✓ Do not drive or walk outdoors.
- ✓ Unless there is an imminent threat, encourage students, faculty, staff, and visitors to call their emergency contact to let them know where they are and that they are safe.

- ✓ Turn on call-forwarding or alternative telephone answering systems or services. If the Campus has voice mail or an automated attendant, change the recording to indicate that it is closed, and that students, staff, and visitors are remaining in the building until authorities advise it is safe to leave.
- ✓ Quickly lock exterior doors and close windows, air vents, and fireplace dampers.
- ✓ Facilities will work with the building manager or designated employees familiar with the building's mechanical systems to turn off all fans, heating and air conditioning systems, and clothes dryers. Some systems automatically provide for exchange of inside air with outside air. These systems need to be turned off, sealed, or disabled.
- ✓ If you are told there is danger of explosion, close the window shades, blinds, or curtains.
- ✓ Gather essential disaster supplies, such as nonperishable food, bottled water, battery-powered radios, first-aid supplies, flashlights, batteries, duct tape, plastic sheeting, and plastic garbage bags.
- ✓ Select interior room(s) above the ground floor, with the fewest windows or vents. The room(s) should have adequate space for everyone to be able to sit. Avoid overcrowding by selecting several rooms if necessary. Large storage closets, utility rooms, pantries, copy rooms, and conference rooms without exterior windows will work well. Avoid selecting a room with mechanical equipment like ventilation blowers or pipes, because this equipment may not be able to be sealed from the outdoors.
- ✓ It is ideal to have a hard-wired telephone in the room(s) you select for shelter. Call emergency contacts and have the phone available if you need to report a life-threatening condition. Cellular telephone equipment may be overwhelmed or damaged during an emergency.
- ✓ Take your emergency supplies with you into the room you have designated. Seal all windows, doors, and vents with plastic sheeting and duct tape or anything else you have on hand.
- ✓ Consider precutting plastic sheeting (heavier than food wrap) to seal windows, doors, and air vents. Each piece should be several inches larger than the space you want to cover so that it lies flat against the wall. Label each piece with the location of where it fits.
- ✓ Listen to the radio, watch television, or use the Internet for further instructions until you are told all is safe or to evacuate. Local officials may call for evacuation in specific areas at greatest risk in your community.

If on Campus:

As directed by the Emergency Operations Team (EOT) Director or Operations Chief, the building will be closed. If there are customers, clients, or visitors in the building, provide for their safety by asking them to stay - not leave.

- ✓ Follow the instructions given by your floor warden and the safety measures listed above.
- ✓ Write down the names of everyone in the room their affiliation to the Campus and provide to the Floor Warden.
- ✓ The EOT Operations Chief will coordinate with local officials, Site Coordinator, Building Coordinator and Floor Wardens to provide updated information when it is safe to do so.
- ✓ Wait for the "All Clear" order or "Evacuation" Order before leaving your safe shelter location.
- ✓ Follow the updated directions of the floor warden and Emergency Operations Team through the resolution of the emergency.

After

- ✓ Assess for property damage and injuries.
- ✓ Seek medical attention as needed.

Tornadoes

Before

- ✓ Regularly stay informed by following the news.
- ✓ Identify an underground shelter, basement, or safe room. If none is available, a small windowless interior room or hallway on the lowest level of a sturdy building is the safest alternative.
- ✓ Find a local emergency shelter and know the best routes to get there if you needed.

During

- ✓ Seek shelter in a basement, or sturdy building.
- ✓ Stay away from windows and do not go to large open rooms such cafeterias, gymnasiums, or auditoriums.
- ✓ Stay away from bridges/highway overpasses.
- ✓ Do not go outside until the warning has passed.

After

- ✓ Continue to listen to local news for updated information and instructions.
- ✓ If you evacuated, return only when authorities say it is safe to do so.
- ✓ Let friends and family know you are safe.
- ✓ Contact local authorities if you see power lines down. Stay out of damaged buildings.
- ✓ If you come across people that are injured and you are properly trained, provide first aid to victims if needed until emergency responders arrive.

Transportation Failure

Before

- ✓ Always be aware of alternate forms of transportation in case your primary form is out of service.
- ✓ Check to see if your subway or bus line is undergoing maintenance and plan accordingly.

During

- ✓ If the subway is out of service for any reason, take bus service to your destination - MTA buses accept your MetroCard.
- ✓ If bus service is not available, consider using a ride sharing service (Uber, Lyft, etc.) or taxi.
- ✓ If available and safe to do so, consider carpooling with a friend or colleague.
- ✓ If all other services are unavailable and weather permits, consider walking or using a bike sharing service.
- ✓ If all other options are unavailable, stay home or shelter at St. Francis, cancel your impacted appointments, and report your status to your supervisor or professor as appropriate.

After

- ✓ Reschedule your appointments.

- ✓ Make alternative transportation arrangements for the remaining period of the transportation failure is on-going.

APPENDIX I

Building Fire Protection Plan

St. Francis College leases the building at 97 Columbia Heights, Brooklyn, New York for the purpose of student housing. The Fire Protection Plan is the responsibility of the building owner, Hawkins Way Capital, and was prepared and approved by FDNY including evacuation routes and plan, floor plans with identified safety equipment and exits, and building fire and life safety systems:

- Fire Protection Plan Narrative
- Floor Diagrams with Evacuation Routes and Floor Plans
- Building Diagrams with locations of fire safety equipment identified

APPENDIX II

Checklists and Assignments

Floor Warden Assignments and Rosters

Security		1 st Floor
Amari Leath	Professional Staff	2 nd Floor
Chelsea Flemming	Professional Staff	3 rd Floor
Amari Leath	Professional Staff	4 th Floor
Sophia Lucero	Resident Assistant	5 th Floor
Camille Shipman	Professional Staff	6 th Floor
Gabriela Lopez	Resident Assistant	7 th Floor
Jessup Peterson & Romario Thomas	Professional Staff	9 th Floor
Holly Fitzgerald	FOUND Property Manager	C10 th & 11 th Floor

Floor Warden Responsibilities

Floor Wardens are St. Francis College staff assigned to each floor within a building to assist building occupants in an emergency. They:

1. Notify/alert occupants in assigned area of the emergency.
2. Direct the evacuation of the assigned floor to the nearest emergency exit.
3. Verify all people have evacuated the floor as they also exit the floor.
4. Prevent people from using elevators.
5. Assist with an orderly and safe stair evacuation.
6. Enlist help to assist disabled persons.
7. Direct occupants to the building's assigned evacuation assembly area.

Floor Warden Checklist

Pre-Emergency:

- ✓ Review emergency procedures and know the location of the designated evacuation assembly area
- ✓ Assure updated EAP is communicated to all staff in assigned area
- ✓ Be familiar with the locations of the following on assigned floor:
 - fire alarm(s)
 - fire extinguisher(s)
 - emergency exits(s)

- evacuation route(s)
- first aid supplies
- emergency supplies
- emergency shower/eyewash if available

During Emergency:

- ✓ Ensure appropriate notifications/alerts are made and emergency procedures are followed
- ✓ Retrieve Floor Warden equipment and put on Floor Warden yellow vest and hard hat
- ✓ Observe and report any hazardous conditions and/or damage
- ✓ Keep unnecessary personnel away from emergency scene
- ✓ If evacuation is indicated or ordered:
 - Alert all personnel on assigned floor
 - During evacuation, quickly check floor, restrooms, and closed work areas to ensure that all personnel have evacuated
- ✓ Close all doors when area is evacuated
- ✓ Post “area evacuated” sign on door once area is cleared (if time allows)
- ✓ Assign personnel to assist disabled or injured persons following applicable policy
- ✓ Provide Building Coordinator or Emergency Responders with status report of condition of assigned floor including:
 - Last known status and location of any injured, trapped, missing or deceased person
 - Last know location and status of any fire, hazardous materials spill, utility failure, and/or other hazard
- ✓ Inform and direct floor occupants, as directed by the Building Coordinator and/or Emergency Action Team

Post-Emergency:

- ✓ Assess emergency response to determine what did and did not work well and participate in site review and critique sessions
- ✓ Disseminate information to assigned floor occupants as warranted
- ✓ Restock FW emergency supplies and inventory annually

Building Coordinator Checklist

General Responsibilities—Primary: Facilities Director of Operations

Assists Site Response Leader in assessing fire and building emergencies and proper emergency notifications/alerts. Assists Floor Wardens in directing the evacuation of people from their assigned floor to the nearest emergency exit actively checking that all persons have left the area while on their way out of the building and preventing people from using elevators; ensuring orderly and safe stair evacuations; enlisting help to assist any disabled person; and directing people to pre-determined evacuation assembly areas.

Building Fire and/or Other Emergencies

- ✓ Ensure that appropriate notifications/alerts have been made and emergency procedures are being followed

- ✓ Retrieve emergency kit and put on Building Coordinator ID vest and hard hat
- ✓ Respond to the scene of Fire and building emergency
- ✓ Observe and report any hazardous conditions and damage to Site Response Team Leader
- ✓ Keep unnecessary personnel away from scene of emergency
- ✓ If evacuation is indicated or ordered assist floor wardens to:
 - Alert all personnel on assigned floors.
 - Quickly check floor, restrooms, and closed work areas, to ensure that all personnel have evacuated.
 - Close all doors when floor is vacated.
 - Assign personnel to assist any disabled or injured.
 - At evacuation assembly area, collect census status reports from Floor Wardens on any missing, injured trapped, deceased employees (faculty, students, and/or visitors), or persons needing evacuation assistance.
 - Provide Public Safety First Responders and SFC Operations Chief with status report of condition of building including the last known locations of any injured, trapped, missing, or deceased persons; fires; hazardous materials spills; utility failures; and other known hazards.
 - Attempt to keep floor occupants in the evacuation assembly areas and provide information and directions to them, as directed by the Fire Department or Site Team Leader or Operations Chief until such time that the building has been rendered "All Clear" (deemed safe to re-enter) by the Fire Department and Operations Chief or the building has been declared closed and building occupants have been instructed to relocate elsewhere.
- ✓ Other responsibilities as assigned.

Emergency Status Report Form

**ST. FRANCIS COLLEGE
EAP EMERGENCY STATUS REPORT**

Use this form to communicate directly to the Emergency Operations Center (EOC).

Site Response Team Leader or Building Coordinator:

- ✓ Compile forms from Floor Wardens and forward to EOC
- ✓ Report status by radio, telephone, or runner

Building Coordinator/Floor Wardens:

- ✓ Give Status Reports to Site Response Team Leader
- ✓ Report life-threatening emergencies immediately to 9-1-1, or the EOC (if activated)
- ✓ Building/Floor/Room #: _____ Date: _____
- ✓ Department: _____
- ✓ Your Name: _____ Phone _____
- ✓ Your Location: _____
- ✓ Your floor evacuated to: _____
- ✓ Problems/Urgent Needs:
 - Serious Injuries? Yes no
 - First Aid Station Established: Location: _____
 - Fire/Explosion? Yes or No
 - Status: In progress _____ Threat _____ Extinguished _____
 - Building collapse? Yes or No
 - People trapped? Yes or No
 - Disabled evacuated from Building: Yes or No
 - Hazardous materials spill? Yes or No
 - Status: In progress _____ Threat _____ Extinguished _____
- ✓ Services functional? Yes or No
 - Electrical _____
 - Emergency lighting _____
 - Telephones _____
 - Water _____
 - Elevators _____
 - Gas _____
- ✓ Exact Location / Details: _____
- ✓ Other Observations/Needs: _____
- ✓ MAJOR PROBLEM AT THIS TIME: Yes or No

Disabled Person Evacuation Request Form

Request for Personal Emergency Evacuation Plan – Non-Students

Name _____

Phone Number _____

Are you registered for SFC Alerts? Yes _____ or No _____

Request for assistance in:

- Alerting _____ Evacuating _____ Sheltering _____ All _____
- Semester: Fall _____ Spring _____ Summer _____ Year _____

	Monday	Tuesday	Wednesday	Thursday	Friday
General Arrival Time					
General Departure Time					

You must notify Campus Security when you are on campus during off hours, such as the weekend.

Signature _____ Date _____

For Office Use Only:

Date Request Received: _____

Date Plan Created: _____ By: _____

Date Applicant Notified: _____ By: _____

Date Copies Distributed: _____ To: _____ By: _____

ADDITIONAL RESOURCES

- Crisis Response Plan (**click for link**)
- National Fire Protection Act 1 Emergency Action Plans (**click for link**)
- US Department of Labor OSHA Standard 1910.38 (**click for link**)
- Active Shooter Response Guidelines by US Department of Homeland Security (**click for link**)
- NYPD Active Shooter Recommendations and Analysis for Risk Mitigation (**click for link**)
- St. Francis College FOUND Study Residence Life Handbook (**click for link**)