



ST FRANCIS
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EMERGENCY ACTION PLAN

179 Livingston Street • Brooklyn, New York
September 2023

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SECTION 1 - INTRODUCTION

St. Francis College (the “College” or “SFC”) is dedicated to maintaining a safe and welcoming environment to work, study, live and thrive. Emergency preparedness, together with calm and thoughtful action, helps 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 179 Livingston Street, Brooklyn, New York, where the College leases the fifth, sixth and seventh floors of the building managed by Tishman Speyer. Together with related training, drills and practical exercises, this Emergency Action 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

Every St. Francis College faculty, staff and student is expected to be thoroughly familiar with this Emergency Action Plan and to participate in all related training and drills. Materials are distributed via email and posted online.

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 Kevin O’Rourke, Vice President for Capital Projects & Facilities, korourke@sfc.edu, O: 718-489-5203 or C: 646-369-8995, as Emergency Operations Chief.

Adopted: September 2023

By Authority of:

Timothy Cecere
Kevin S. O’Rourke

President
Vice President for Capital Project & Facilities

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:

- 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.**
- Move to a safe place if required.
- Render aid if you are able.

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 last 4-digits (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 Campus Security at 718-489-2100 or 718-489-2105

Non-Emergency Medical Event:

- Call Campus Security at 718-489-2100 or 718-489-2105, if non-emergency medical event, or e-mail SecurityAlert@sfc.edu

Fire

If you smell something burning:

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

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
- Call 911 immediately
- Immediately, report to the designated safe zone on your floor
- Follow the instructions from your floor warden and the Fire Safety Director instructions given via the building's emergency intercom

Facilities Emergency

An emergency involving the campus may include power failure, water outage, HVAC failure, elevator failure, broken doors, broken windows, smoke or gas smell, water or other slipping hazard on the floor, an active water leak from

any source, exposed electrical wires, possible bed bug siting, 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 Campus Security at 718-489-2100 or 718-489-2105 or e-mail SecurityAlert@sfc.edu
- Call Facilities Management at 718-489-3456

If unavailable, call the following in descending order until notification is made:

- Director of Operations, Denise Vieni: O: 718-489-5275/C: 646-369-8997
- VP for Capital Projects & Facilities, Kevin O'Rourke: O: 718-489-3456/C: 646-369-8995

Who Else Needs to Know?

The safety of 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

Sr. Associate Dean & Dir Event Management: Ruben Gonzalez
Phone: 718-489-5215 or 718-916-9340, 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 or 917-504-7219, Email: aliscott@fc.edu

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 (97 Columbia Heights)

Assistant Dean, Director of Residence Life & Student Conduct: Camille Shipman
Phone: 718-489-2041 or 718-710-7079; Email: cshipman@sfc.edu

The Assistant Dean, Director of Residence Life & Student Conduct will then notify the Chief Student Affairs Officer/Dean of Students: Stanley Bazile, Phone: 718-489-2098, Email: sbazile@sfc.edu.

If unavailable, Assistant Dean, Director of Residence Life & Student Conduct will call:
Sr. Associate Dean & Dir Event Management: Ruben Gonzalez
Phone: 718-489-5215 or 718-916-9340; Email: rgonzalez132@sfc.edu

If unavailable:
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 or 917-504-7219, Email: aliscott@fc.edu

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 [SFCAlerts](#).**
- 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.
- Voicemail-to-Email: Have your messages sent to your email. You will get notifications every time you receive a new message.
 - Log onto the OneLogin Portal: <https://sfcbrooklyn.onelogin.com/portal/>
 - Click on the Ring Central Application
 - Click Settings on the top of the page
 - Click on Notifications on the left-hand side of the page
 - Open the dropdown tab titled "Messaging Notifications"
 - Click the "By Email" box next to the "Voicemail Messages" line
 - Click "Save" on the bottom of the screen to save changes

SECTION 3 – ALARMS AND EVACUATION

In-Building Alert and Alarms

An audible alert tone signals that there is a situation somewhere in the building - the alert tone sounds like the emergency broadcasting system tone. When you hear the alert tone, wait for an announcement of information and instructions which will be given over the public address system. You do not need to assemble for evacuation yet unless you perceive a threat.

An audible alarm tone signals the floor and the floor above (the alarm tone is a siren accompanied by flashing strobe lights). When the alarm tone signals, Fire Wardens and their Teams shall commence Fire Safety Procedures and everyone else shall line up quietly at their closest means of egress (stairwell). Fire wardens are listed in the appendix section.

Alarm Pull Stations

If you physically see smoke and feel at risk, activate the pull station by pulling it downward. *Do not activate the alarm if you smell an odor.* The pull stations are located just to the side of your egress at Stair "A", Stair "B", Stair "D", Stair "E", Stair "G", Stair "I".

Fire Warden Telephones

Fire Warden telephones are located on each floor to enable Fire Wardens to communicate directly with the Fire Safety Director to report situation status and receive instructions. While Fire Wardens are designated and trained in compliance with law, in the absence of the Fire Warden or Deputy Fire Warden, anyone can use the Fire Warden telephone to directly connect to the Fire Command Station and report on conditions on the floor.

If your floor is in alarm or if requested over the public address system by the Fire Safety Director, operate the Fire Warden telephone as follows:

- open the door
- pick up the telephone
- wait to be contacted by the FSD.

Fire Warden Telephones are located:

- Floors 5 and 6 by stairwells A, B, D, E, G, and I
- Floor 7 by stairwells A, B, D, G, & I
- Floor 8 by stairwells G & I
- Floor 9 and 10 by stairwells D & G
- Floor 11 through 14 by stairwells A & G

How Will I Know How to Evacuate the Building?

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

1. Fire Safety Director will make an announcement over the building public address system with instructions.
2. Fire Wardens, Floor Searchers and/or Building Coordinator will make a verbal announcement with instructions.
3. [SFCALERTS](#), the College's emergency notification system, will broadcast a mass alert immediately upon notification with instructions.

Follow the 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 and be out of service.

- Leave lights on.
- **DO NOT** hesitate or try to save valuables.
- Upon notification to evacuate, follow the directions of the Fire Safety Director and Fire Warden and move in an orderly fashion to the designated exits.
- If your floor is in alarm and you are instructed to leave the floor via the Public Address System and go to your next Re-entry Floor:
 - FDNY requires that you move at least THREE floors below the alarm floor. Re-entry Floors are every three floors at 179 Livingston Street.
 - Every stair door has a sign on the stair side of the door that tells you the specific stair you are in, the specific floor you are on, whether you are on a Re-entry Floor or not, and the locations of the Re-entry Floor above and below the floor you are presently on.
 - Always go **DOWN** the stairs - smoke rises and you need to go below the smoke.
 - In the event you cannot continue going down the stairs due to a contamination in the stair (smoke) or a blockage, **ONLY** go up the stairs to the next above Re-entry Floor and enter an alternate stair to continue down safely.
 - Upon re-entry, the Fire Warden will reestablish contact with the Fire Safety Director via the Warden Phone and provide a situation status update.
- **NOTE:** Stair doors are always locked. The Re-entry doors **ONLY** open when there is an alarm condition.
- Move to the designated evacuation staging areas where people will be accounted for by the Floor Searchers, Fire Wardens, and Building Coordinator.
 - Wait in the staging area for further instructions.
 - Upon receiving the “All Clear” order, the Building Coordinator or Fire Warden will notify you that it is safe to re-enter your floor or building.
 - If the floor or building remains closed and/or unsafe to enter, the Building Coordinator or Fire 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 from memory.

During an emergency, the Fire Warden and Floor Searchers will be stationed on each involved floor wearing yellow safety vests. They will be in contact with the Fire Safety Director 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 the Building Coordinator and Fire Wardens. Your participation is required and a fundamental responsibility in managing your own safety. You are expected to know the locations of emergency exits, stairways, fire extinguishers and floor fire alarm staging areas 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.

Individuals with Disabilities 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: Office of Health and Wellness notifies Security by emailing security@sfc.edu and Facilities Management at dvieni@sfc.edu about requests for individual emergency evacuation plans.

- An official memorandum will be sent to the Vice President of Capital Projects and Facilities Management, the Facilities Director of Operations, the Director of Special Events and the Director of Campus Security.
- Self-identification form for personal emergency evacuation plan will be filed in Office of Health and Wellness, Facilities Management, Office of Special Events, and at the security desk in the lobby.

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

- 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.
- A copy of all personal emergency plans shall be kept in the Emergency binder at the Security Desk.
- Generally, a person with a disability may have the following evacuation options depending upon the building and situation:
 - 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 Fire Safety Director and Fire Warden.
 - Staying in place to await evacuation with the Floor Searcher.

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.symplicity.com/public_accommodation/.

All others should complete the Disabled Person Evacuation Request Form (**See Appendix II**) and submit it to the Office of Health and Wellness.

Individuals with Disabilities Evacuation Staging Area

During an evacuation at 179 Livingston Street, people with disabilities should report to Stair G and await further instructions. If, Stairway G is not available, the secondary location is Stair D. The Fire Warden will inform the FSD of locations of any person(s) requiring assistance and the FSD will notify emergency responders.

Evacuation Plans

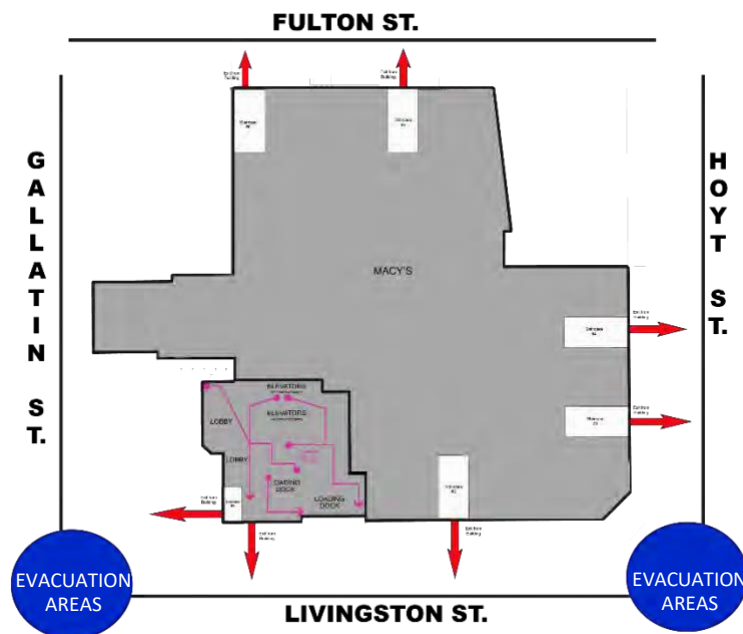
DO NOT USE ELEVATORS OR ESCALATORS DURING EVACUATION.

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

From 179 Livingston Street:

- Corner of Livingston Street and Gallatin Street
- Corner of Livingston Street and Hoyt Street

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



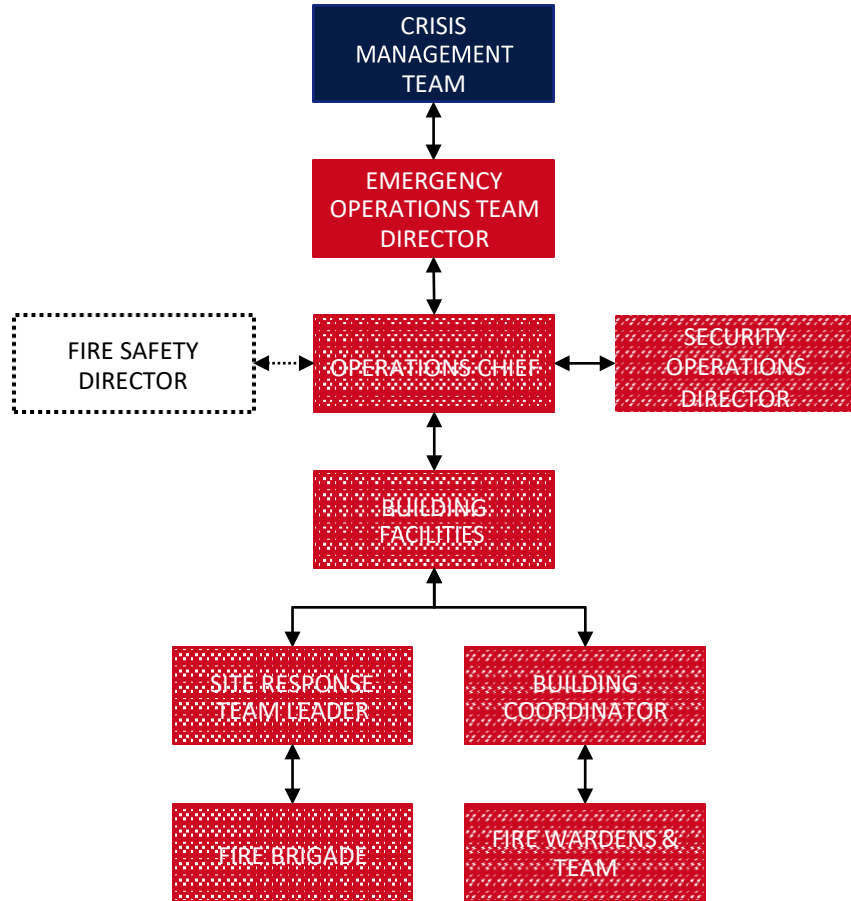
Detailed evacuation plans are found in **Appendix I Building Fire Protection Plan, Floor Plans, and Evacuation Routes.**

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, Operations Chief and Fire Safety Director will confer to 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 and by the Fire Safety Director via the building fire PA system. Building occupants will be notified through the SFCALERT emergency alert system, building fire PA system, and verbally from the Building Coordinator and/or Fire 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): VP, Enrollment Management and Community Relations: Robert Oliva

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

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

Emergency Operations Team Directors

AVP, Director of Marketing & External Affairs: Ali Scott

Phone: 718-489-2071 or 917-504-7219, Email: aliscott@fc.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 designated Command Center
- Determines whether to activate the EOT
- Leads and directs the overall emergency response consistent with the Emergency Action Plan as applicable
- Coordinates with Operations Chief consistent with the Emergency Action 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 Management 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 Fire Safety Director, Site Response Leader, Building Coordinator, Fire Warden, Floor Searchers, and Public Safety Field Incident Command. Upon notification of an emergency, the Operations Chief will:

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

Fire Safety Director

Primary: (Employed and assigned by building management Tishman Speyer) contacted through Facilities Management at 718-489-3456

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 Saint Francis College Operations Director.

Primary responsibilities of the FSD include:

- Develop, maintain, and implement the building Fire Protection Plan and Emergency Action Plan
- Orient and train building fire warden team and fire brigade in coordination with St. Francis College Operations Chief
- Plan and conduct building fire and evacuation drills 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, order, control, manage, and supervise the building and 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
- Other responsibilities as assigned

Building emergencies include smoke investigation, fire, power outage, explosion, flood, and other life safety emergencies.

See Appendix I Building Fire Protection Plan for additional information

Security Operations Director

Primary: Ruben Gonzalez, Sr. Associate Dean & Dir Event Management

Phone: 718-489-5215, 718-916-9340, Email: rgonzalez132@sfc.edu

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

Phone: 646-369-8997, Email: dvieni@sfc.edu

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

- Report to the designated Command Center
- Determine type and nature of emergency and the situation status
- Determine necessary response and resources needed in collaboration with Fire Safety Director, Operations Chief and Building Coordinator as appropriate
- 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
- Leads and coordinates the SFC Fire Brigade
- Liaisons with Fire Safety Director, Fire Department, Police, or other emergency personnel as directed by Operations Chief

Building Coordinator

Primary: Denise Vieni, Director of Facilities Management

Phone: 646-369-8997, Email: dvieni@sfc.edu

Assists Fire Wardens and Floor Searchers in executing 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 person with disabilities; and directing people to pre-determined evacuation staging areas.

The Building Coordinator will:

- Verify that appropriate notifications/alerts have been made and emergency procedures are being followed
- Retrieve emergency kit and put on Building Coordinator ID vest
- 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 ordered, assists Fire Wardens, Assistant Fire Warden, Floor Searchers, and emergency responders and will:
 - Ensure alert of all personnel on assigned floors
 - Assign personnel to assist any persons with disabilities or injuries if needed
 - At evacuation staging area, collects census and status reports from Fire Warden and Floor

Searchers on any missing, injured trapped, deceased employees (faculty, students, and/or visitors) or persons needing evacuation assistance

- Provide Operations Chief, Fire Safety Director, 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
- Coordinate with the Fire Warden and Floor Searchers to keep floor occupants in the evacuation staging areas and provides information and directions to them, as directed by the Site Response Leader and/or Operations Chief 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

Fire Wardens

- Determine the location, severity and type of fire or emergency
- **Activate a manual pull station**
- **Pick up the Fire Warden telephone and notify the FSD**
- **Verify that all occupants have been notified and that all areas have been evacuated**
- **Reassemble on the next re-entry floor at least three floors below the active alarm floor and account for all people**
- Re-establish communication on the re-entry floor with the FSD via the Fire Warden telephone and confirm accountability and status
- If the Fire Brigade is activated, the Fire Brigade will investigate and report the situation status including cause, smoke and/or fire conditions, and other hazards to the Fire Warden who will communicate the information to the Fire Safety Director.
- If evacuation is ordered by the Fire Safety Director, the Fire Warden will direct Floor Searchers to:
 - 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 as directed.
 - 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.
 - Assist disabled, injured, and/other persons in distress following applicable policy and report location to Fire Safety Director via the Fire Warden and/or Building Coordinator.

Deputy Fire Wardens

- Be familiar with Safety Procedures and Emergency Routes to maintain order in the event of an evacuation
- Be prepared to assume Fire Warden duties and responsibilities
- During evacuation:
 - Direct all traffic away from the elevators
 - Prior to entering stairwell, feel the door for heat and check for smoke
 - Confirm all occupants have relocated
- After evacuation:
 - Reassemble and account for all people
 - Report all information to the Fire Warden

Floor Searchers

The Floor Searchers report to the Fire Warden and, when activated, shall:

- Retrieve Floor Searcher equipment, put on yellow vest, and report to assigned floor
- 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
- Inspect areas of the assigned floor for individuals with disabilities or in need of assistance i.e.: persons with injuries, hearing impaired, mobility impaired, pregnant women and/or visitors, clients, and others unfamiliar with emergency procedures.
- Inspect restrooms, conference rooms, storage areas, mechanical spaces, file rooms, and other isolated areas.
- Ensure that everyone has been made aware of the alarm condition and is proceeding toward the emergency exits.
- Provide Fire Safety Director, Building Coordinator, Fire Warden and/or emergency responders with status report of condition of assigned floor including:
 - Last known location and status of any fire, hazardous materials spill, utility failure, and/or other hazard.
 - Last known status and location of any injured, trapped, missing or deceased person.
 - Last known status and location of any disabled person awaiting evacuation assistance.
- Maintain radio contact with Fire Warden and Building Coordinator.
- Inform and direct floor occupants, as directed by the Fire Safety Director and/or Fire Warden and Building Coordinator as appropriate.

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

Fire Brigade

The Fire Brigade is selected, assigned, and trained by the Site Response Leader in coordination with the Fire Safety Director.

Upon orders from the Fire Safety Director, the Site Response Leader will activate and direct the Fire Brigade to:

- Investigate the fire alarm, determine the cause, and communicate the situation status to the Fire Warden who will inform the Fire Safety Director via the Fire Warden telephone located on each floor.
- If an actual fire, the Fire Brigade will then:
 - Attempt to extinguish the fire consistent with their training.
- If unable to extinguish the fire, the Fire Brigade will:
 - Leave at once and notify the Fire Warden to inform the Fire Safety Director of the situation status.
 - Report to the Fire Command Station.
- Site Response Leader will then report to the Fire Command Station to meet FDNY, escort them to the fire site and support and assist the response as needed.
- If the fire is extinguished, the Fire Brigade will:
 - Double-check for smoldering areas.
 - Notify Fire Warden to inform the Fire Safety Director of the situation status.
 - Report to the Fire Command Station.

Clean Up

The Facilities Division is responsible for managing services necessary to clean and repair areas and facilities damaged because of the crisis.

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

Active Aggressor

While the probability of an active aggressor situation 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, conference 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 Campus Security at 718-489-2100 or 718-489-2105.
- If unavailable, call Facilities Management at 718-489-3456
- If unavailable, call: Ruben Gonzalez, Sr. Associate Dean & Dir Event Management at Rgonzalez132@sfc.edu or 718-489-5271, 718-916-9340
- 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 Campus Security at 718-489-2100 or 718-489-2105 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 Campus Security and/or Police render it safe

Earthquake

Before

- Assess your surroundings and take preventative measures
 - Look around the places where you spend time (dorm, 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 staging 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 staging 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 elevators 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 to safety devices and procedures governing their use, there is little possibility of an explosion from equipment in the building. Nonetheless, accidents can happen, and it is also 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 Campus Security and to your supervisor
- If you smell an odor which you cannot identify—especially if it is noxious—call Campus Security at 718-489-2100 or 718-489-2105 and/or Facilities at 718-489-5203 and notify your supervisor immediately.
- 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 the Fire Safety Director and Fire Warden.
- If you are unsure what to do, call Campus Security 718-489-2100 or 718-489-2105.

After

- Do not re-enter the building until the All Clear order has been given by the Fire Department and you have been authorized to re-enter by the Operations Chief, Building Coordinator or Fire 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 Campus 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 the Fire Safety Director, Fire Warden and/or Fire Searchers.
 - Evacuate building - use stairs never elevators in a fire emergency
 - Use the back of your hand to check the door and doorknob for heat, open door slowly a small distance and check for the presence of smoke.
 - 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, remember the word **PASS**:

1. Hold the unit upright against your body.
2. Break the safety wire or plastic holding the safety pin.
3. Hold the fire extinguisher by the bottom-most of the two levers.

4. Remove the hose from its retaining clip.
5. Stand 8 to 10 feet away
6. **PULL** the Pin from between the levers.
7. **AIM** the hose nozzle at the base of the fire.
8. **SQUEEZE** the two levers together. This will discharge the fire extinguisher.
9. **SWEEP** the nozzle side- to-side across the base of the fire.
10. 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.
11. 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. **Don't be a hero. Protect yourself. When in doubt, leave.**
12. Report your progress to the Site Response Leader.

After

- Do not re-enter the building until the "All Clear" order has been given by the Fire Department and you have been authorized to re-enter by the Operations Chief, Building Coordinator and/or Fire Warden.
- Report any fire extinguisher that it is not properly charged to 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 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 at 718-489-2100 or 718-489-2105 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 electronically through the Dean of Sciences data base and the Director of 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 to summon emergency responders.
- Notify Campus 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 at 718-489-5203 and your supervisor 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 Campus Security at 718-489-2100 or 718-489-2105 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, and Athletics coaches.
- 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 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, Fire Safety Director, Site Response Team Leader, Building Coordinator, Floor Wardens, and others as necessary 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 as 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