

MANHATTANVILLE COLLEGE

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1.0 General Procedures

1.1 Command Center Team (CCT)

1.1.1 The Manhattanville College Command Center Team (“CCT”) is responsible for handling emergencies that disrupt normal operations. The management personnel who comprise the CCT have the necessary experience and training to respond to various situations in a timely manner.

The application of the procedures outlined in this manual could be made during times of high stress with many variable influencing factors. Rather than set forth the exact procedures team members should follow in every possible situation, only general guidelines are presented. Each member is expected to exercise best judgment in all circumstances. When time permits, planned responses to emergencies will be fully coordinated with senior administrative personnel.

1.1.2 Responsibility of CCT encompasses the Manhattanville College Site (“Site”), which implies the campus buildings, grounds and roadways.

1.1.3 CCT members with issued radio, pagers/cell phones shall wear them at all times while at the site. They shall respond to any messages when paged and, if so instructed, shall report to the Command Center immediately. Those CCT members not issued pagers will report immediately to the Command Center when contacted by telephone.

1.1.4 CCT members will be contacted at home by security or other designated personnel during off-hours should an emergency occur during non-business hours.

1.2 The Command Center

A security Command Center has been established in the President’s Office/Conference Room in Reid Hall. The Command Center is the “single point of contact” from which all decisions and directives made by CCT shall emanate. A second Command Center if needed will be established in the Spellman Ground Floor Lounge.

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1.3 Vice President, Operations

- 1.3.1 The Vice President of Operations (or his appointed designee) as a member of CCT is responsible for:
- a) Implementing security and safety actions after consulting with the other members of CCT.
 - b) Designating personnel to coordinate and direct the use of On-Site security force where needed and providing for additional security as necessary.
 - c) Acting as liaison between the College, Federal, State, City and other local agencies.
 - d) Implementing the Fire Safety Plan during normal working hours.

1.4 Director, Maintenance Operations

- 1.4.1 The Director of Maintenance Operations is the College's representative at the Site during non-business hours. He/She will be the "on-scene" acting member of the CCT and the "Single Point of Contact" until such time as other members of CCT become available. The Director of Maintenance Operations will have the services of the Shift Lead Security Officer, Security Officers and Maintenance personnel for assistance in an emergency situation. During off-hours if an emergency occurs, The Director of Maintenance Operations will evaluate the situation and take whatever action is immediately necessary. Contact will be made with CCT members at home in the order listed until a team member is contacted. During off-hours inclement weather, The Director of Maintenance Operations shall be responsible for reviewing Site conditions and contacting the appropriate Operations/Human Resources personnel and call-in of the Grounds crew.

1.5 Off-Site Assistance

- 1.5.1 Manhattanville College will depend on local and state police, fire and other agencies (Appendix D) to the maximum extent possible in protection of students, personnel and property.

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2.0 Emergency Teams & Personnel

The information contained in this paragraph has been excerpted from the Manhattanville College Fire Safety Plan, which covers all details of fire emergencies.

2.1 Emergency Teams & Personnel

Upon request of The Vice President of Operations, each building on campus will designate responsible and dependable employees as Emergency Teams & Personnel.

2.2 Emergency Teams & Personnel

The Director of Safety & Security as alternate Deputy Fire Safety Director shall designate through the night shift Lead Security Officer, those available Security Officers to act as Emergency Personnel.

2.3 Emergency Teams & Personnel

The Director of Residence Life shall have the responsibility to insure an appropriate number of Emergency Personnel are available and properly trained for fire emergencies in Residence Hall Buildings. During normal working hours members of the CCT team and security will provide assistance as necessary. During off-hours assistance will be provided by security, Director of Maintenance Operations and other personnel as available.

3.0 Evacuation Plans: Manhattanville College

3.1.1 Building(s) Evacuation. In a building(s) evacuation the fire alarm will be sounded which will initiate the movement of people on foot to designated refuge areas away from the building(s). Should evacuation occur in inclement weather, provisions will be made to move individuals to other facilities on site. Vans or buses will be provided as necessary.

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3.1.2 The Department of Campus Safety maintains an emergency building evacuation plan for the entire facility that includes the deployment of trained evacuation coordinators to help direct all members of the community/visitors to emergency stairwells and exits.

Conditions determining building evacuation: Fire, Serious building malfunction and building threat.

To report a fire: dial 888, give your name and location or activate the nearest fire alarm pull station.

To report a serious building malfunction or a building threat: dial 888 and give your name and location.

Evacuation Alert:

Fire alarm bells: evacuate the building immediately using the nearest stairwell and exit.

Follow instructions of Security Officers/Emergency Team & Personnel

Building Evacuation Instructions:

1. Upon activation of the fire alarm bells, members of the community are to evacuate the building immediately using the nearest emergency exit stairwell (follow exit signs). **MEMBERS OF THE COMMUNITY ARE RESPONSIBLE FOR THEIR GUESTS.**
2. Do not use the elevator.
3. Everyone evacuated is to gather in one of the determined assembly areas.
4. If you are not in the evacuated area at the time of evacuation you are not to enter the area for personal effects or any other reason.
5. Emergency Personnel are to ensure that pre-assigned "buddies" properly assist any disabled individuals or others whom require assistance.
6. Security officers or emergency personnel instructions are to be followed immediately.
7. Nobody is allowed to re-enter any building unless instructed to do so by security personnel.
8. Evacuation Routes: follow emergency exit signs, use nearest emergency stairwell and exit, or follow the instructions of Emergency Personnel, Security officers and all other officials.

The Security department will make an announcement concerning which areas and emergency exits people should avoid during the evacuation (if applicable). Security personnel will be positioned around danger areas to ensure that personnel do not evacuate through or near these areas (if time permits). Security Personnel will direct people to alternate evacuation routes at the danger area. There are emergency exit signs strategically positioned throughout the buildings on campus that will lead all personnel to an emergency exit stairwell. These exits/signs have been positioned to ensure that at least two separate evacuation routes are available from every location throughout the building.

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CAMPUS EVALUATION:
(BY AUTOMOBILE-REAR GATE ONLY BEHIND FACULTY STAFF/HOUSING)

1. EXITING: Use both entrance and exit traffic lanes, follow directions of Emergency Personnel.
 - North: Follow College Road to Manhattanville Road, turn right, go 500 yards, make right to 684 north.
 - South: Follow College Road to Manhattanville Road, turn right, go past entrance to 684 north to next left, Hutchinson Parkway south.
2. Exercise extreme caution-an accident could block campus traffic lanes, or roadways.

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4.0 Public Affairs

- 4.1 In every emergency, the College’s obligation is to inform employees/students and people in our local community.
- 4.2 Public Affairs is responsible for promptly collecting, assessing, writing for news media and quickly disseminating all pertinent information in every emergency.
- 4.3 Public Affairs should be notified immediately of every major emergency case so that it can carry out its responsibilities.
- 4.4 Releases for external communications shall include the text of verbal and written statements to the press.
- 4.5 In every case, the good will and safety of all Site occupants shall have first consideration.
- 4.6 When directed by the CCT, the Public Affairs Department will be the liaison between Manhattanville College and local and state officials.

5.0 Appendices

- 5.1 Appendix A Reference List For Assistance In A Major Emergency

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APPENDIX "A"

REFERENCE LIST FOR ASSISTANCE IN A MAJOR EMERGENCY

SENIOR ADMINISTRATION

President
Provost and VP for Academic Affairs
VP of Finance
VP of Enrollment Management
Vp of Institutional Advancement
Associate VP of Student Affairs
Chief Information Officer
Director of Human Resources
Director of Communications & Public Relations
Executive Assistant to the President
VP of Operations

OPERATIONS

Director of Maintenance
Assistant Director of Maintenance Operations
Director of Safety & Security
Assistant Director of Safety & Security
Project Director SSC Security Services
Registrar
Director of Student Activities
Director of Resident Life
Assistant Director of Resident Life
Director of Health Services
Director of Athletics
Visiting Assistant Professor for Biology & Director of Laboratory Management Safety

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1.0 The Manhattanville College Security Console Operator serves as the focal point for communicating Manhattanville emergencies.

2.0 Security Procedure

2.1 When an emergency event is reported to security, the operator will be thorough in recording all information on the checklist (Appendix A) in as much detail as possible. He/she will then contact the appropriate personnel to alert them of the emergency situation.

2.2 It is the security shift commander's responsibility to ensure that detailed information of the event is expeditiously communicated to principal contact personnel in the sequence provided (Appendix B).

3.0 Appendices

- Appendix A Reference List
- Appendix B Security Console Reference Checklist
- Appendix C Agencies, Contractors Contact List
- Appendix D Off-Site Agencies Contact List

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APPENDIX "B"
SECURITY CONSOLE OPERATOR
CHECKLIST

MANHATTANVILLE COLLEGE EMERGENCIES

INTERNAL COMMUNICATIONS
(ADMINISTRATIVE POLICIES AND PROCEDURES)

Examples of emergency events include but are not limited to:

- fatality, injured person (s)
- explosion or fire
- gas leak, oil or gasoline spill
- serious threat, allegation, or event relating to the personnel, faculty or students of the college
- kidnapping, hostage situation
- major demonstrations

RECORD: _____
(be specific) Date/Time Received _____

Security Officer Name _____

1) What occurred? _____

2) Where did it occur? _____

3) When did it occur? _____

4) What was the magnitude (How many, how much, what extent, etc...)?

5) Who reported incident?
Name _____
Phone No.: () _____

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APPENDIX "B" continued

TELEPHONE CHECKLIST

(SEE EMERGENCY COMMUNICATION COORDINATORS LIST
FOR PRINCIPAL/ALTERNATE PHONE NUMBERS)

<u>DEPARTMENT</u>	<u>WHO WAS CONTACTED?</u>	<u>DATE/TIME</u>
PRESIDENT	_____	_____
PROVOST	_____	_____
VP, FINANCE	_____	_____
VP, ENROLLMENT MANAGEMENT	_____	_____
VP, INSTITUTIONAL ADVANCEMENT	_____	_____
ASSOCIATE VP, STUDENT AFFAIRS	_____	_____
CHIEF INFORMATION OFFICER	_____	_____
DIRECTOR, HUMAN RESOURCES	_____	_____
DIRECTOR, COMMUNICATIONS & PUBLIC RELATIONS	_____	_____
EXECUTIVE ASSISTANT TO THE PRESIDENT	_____	_____
VP, OPERATIONS	_____	_____

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APPENDIX "D"

OFF-SITE AGENCIES – CONTACT LIST

NEW YORK

STATE POLICE-----	(914) 279-6161
NEW YORK CITY BRIDGE & ROAD CONDITIONS-----	(914) 976-1234
NEW YORK STATE THRUWAY ROAD CONDITION-----	(914) 631-6100
TACONIC STATE PARKWAY-----	(914) 528-8000
SAW MILL PARKWAY-----	(914) 769-3100
WESTCHESTER COUNTY AIRPORT OPERATIONS-----	(914) 946-9000

HARRISON

POLICE DEPARTMENT-----	911
POLICE MAIN NUMBER-----	(914) 967-5110
POLICE CHIEF-----	(914) 967-0739
FIRE DEPARTMENT-----	911
FIRE MAIN NUMBER-----	(914) 253-9044

VALHALLA/WHITE PLAINS

WESTCHESTER MEDICAL CENTER-----	(914) 493-7000
WHITE PLAINS HOSPITAL-----	(914) 681-0600

CONNECTICUT

STATE POLICE-----	(860) 566-4240
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NEW JERSEY

STATE POLICE-----	(201) 785-9412
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U.S. GOVERNMENT

FBI (TO BE CALLED BY CCT ONLY)-----	(914) 576-3300
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APPENDIX “D” (CONTINUED)

In the event that the campus telephones require emergency service repair during off-hours the Telecom Specialist should be called in first to assess the problem.

Telecom Specialist

The telephone Switch Room is located behind the elevator in the basement level of Reid Hall. The Security Department (ext. 5244) has access to this area.

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1.0 **Scope/Authority**

- 1.1 This document constitutes the Disaster Management Plan for Manhattanville College and assigns responsibilities for the development, implementation and maintenance of the plan.
- 1.2 The Disaster Management Plan applies to all units of Manhattanville College. This plan is the basic framework for disaster preparedness.

2.0 **Purpose**

- 2.1 Manhattanville College will conduct continuous planning to minimize the risk of personal injury and property loss from critical incidents; will cooperate with federal, state and local institutions and agencies charged with disaster control; and will take necessary and prudent steps to ensure continuity of operations and restoration of normal activities as quickly as possible following an emergency or disaster. Manhattanville College is committed to supporting the welfare of its students, faculty, administration, staff and visitors. Preparing a campus disaster management plan and allocating resources to respond to possible emergencies is one way in which the College offers this support.
The Disaster Management Plan is designed to maximize human survival and preservation of property, minimize danger, restore normal operations of the College, and ensure responsive communications between the College and the local community. This Plan is set in operation whenever a natural or induced crisis affecting the College reaches proportions that cannot be handled by established measures. A crisis may be sudden and unforeseen, or there may be varying periods of warning. This Plan is intended to be sufficiently flexible to accommodate contingencies of all types, magnitudes and duration.

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- 2.2 A coordinated response to campus critical incidents is directed toward the following outcomes:
- Rapid response to critical incidents
 - Systematic and routine approach to critical incidents
 - A systematic process for promptly identifying and supporting College decision-makers
 - A system for evaluating all critical incidents, with the goal of providing improved plans to protect lives and property
 - Management of public information in emergency situations

1.1 **Components of Manhattanville College's Disaster Management Plan**

- 1.2.1 MITIGATION- Actions taken to eliminate or reduce the degree of long-term risk to human life, property, and the environment from natural and technological hazards. Mitigation assumes our campus is exposed to risks whether or not an emergency occurs. Mitigation measures include, but are not limited to, hazard analysis, monitoring and inspection, public education, risk analysis, safety policies and procedures, building design, insurance, legislation, and stocking emergency supplies.
- 1.2.2 PREPAREDNESS- Actions taken in advance of an emergency to develop operational capabilities and facilitate an effective response in the event an emergency occurs. Preparedness measures include, but are not limited to, business continuity planning, emergency alert systems, emergency communications, emergency operations centers, emergency operations plans, emergency public information materials, exercise of plans, mutual aid agreements, resource management, training response personnel, and warning systems.

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- 1.2.3 RESPONSE- Actions taken immediately before, during, or directly after an emergency occurs, to save lives, minimize damage to property and the environment, and enhance the effectiveness of recovery. Response measures include, but are not limited to, emergency plan activation, emergency alert system activation, emergency instructions to the public, emergency medical assistance, staffing the emergency operations center, senior management alerting, reception and care, shelter and evacuation, search and rescue, resource mobilization, and warning systems activation.
- 1.2.4 RECOVERY- Activity to return vital support systems to minimum operating standards and long-term activity designed to return life to normal or improved levels, including some form of economic viability. Recovery measures include, but are not limited to, crisis counseling, damage assessment, debris clearance, computer systems restoration, public information, reassessment of emergency plans, reconstruction, temporary housing, and full-scale business resumption.

1.3 Emergency Response Mission and Priorities

In any emergency situation, Manhattanville College's overriding mission is to:

- Protect life safety
- Safeguard critical records, valuable and irreplaceable materials
- Secure our critical infrastructure and facilities
- Resume teaching and programs

General emergency response priorities follow, ranked in descending priority. These priorities may be influenced by factors such as time of day, term, or location.

- Facilities that sustain the emergency response (i.e., energy systems and utilities, communications services, computer installations, transportations systems)
- Buildings used by dependent populations – residences, occupied classrooms and offices, and occupied auditoriums
- Buildings critical to health and safety – medical facilities, emergency shelters, food supplies, sites containing potential hazards
- Classroom and administrative buildings

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1.4 For planning purposes, threats are broken into two main categories - natural and manmade.

1.4.1 Natural Threats

Due to our geographic location, the most likely natural threats that could generate a major emergency are winter blizzards, ice storms, and severe summer storms (lightning, high winds, hail and tornadoes).

1.4.2 Man-made Threats

The most common threats result from human activity: accidental release of hazardous materials; large fires, or explosions; failure of utility systems (electricity, heat, water); structural collapse; transportation incidents (air, road); riots or civil disturbances; criminal violence/terrorist acts, and contagious illnesses.

The biggest year-round threat to Manhattanville College relate to fire, hazardous materials, power failure, and severe weather.

1.5 **Definitions**

At Manhattanville College we define an **Emergency** as:

An urgent and/or critical situation, temporary in nature, that threatens or causes harm to people, the environment, College property or disrupts critical operations.

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The College's Disaster Plan can be activated for three types of situations:

CRISIS- any significant event that threatens the well being of one or more individuals or the college as a whole. A crisis may include (but in not limited to) a terrorist or other catastrophic event in another part of the country or world, an impending severe weather event, on campus events such as accidental death, civil disturbance/riot, communicable disease outbreak or other health threat, hate crimes, homicide, physical assault, sexual assault

MAJOR EMERGENCY- an event that has a major impact on the College and requires activation of the College's Command Center Team (CCT), but is nonetheless within the resource capabilities of the College. Some municipal resources would be required (police, fire, and/or ambulance).

DISASTER- an event of such dramatic proportions that it cannot be dealt with using Manhattanville College resources (considerable outside assistance is required).

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1.5 Procedure for Initiating Emergency Response

In the event of an emergency disaster, the Manhattanville College Department of Public Safety and Security has primary responsibility for immediate response, and will cooperate and coordinate with official emergency response authorities and with College administration, in accordance with established policies and procedures.

1.6 Command Center Team (Operations Control Center)

The College's Emergency Operations Center is activated when, in the judgment of the President or his designee an emergency has had a major impact on the College or required additional resources beyond those immediately available. If there are calls for resources or services that will commit the College to a major expense or otherwise have a serious financial or operational impact on the College, the CCT will be asked to assemble to consider the situation.

The operations center serves as a coordination point for activities that are taking place around campus. The Operations Control Center location where personnel with a documented role play in the emergency (normally the entire CCT) gather to share information, provide advice and input for major decisions, and implement the desired course of action in a coordinated and effective way. The CCT will ensure that the Campus Community is properly informed and updated on the situation.

The primary Command Center is the Presidents office located on the 2nd floor of Reid Hall and serves as the primary coordination center. A system of telephones, portable two-way radios, cellular phones, and a computer are available, along with a cable-connected television set for monitoring of media reports.

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Several adjacent breakout areas are available for operations, logistical and planning purposes, to ensure that the Control Group will not be disturbed by excessive noise or other distractions.

These areas are:

- VP of Student Affairs Office
- Provost Office
- VP of Finance

If the primary location is not available for this purpose, the CCT will be located in lobby area of Spellman Hall.

1.7.1 CCT Membership

The Emergency Operations Control Group consists of:

- President
- Provost & VP (Academic Affairs)
- VP (Student Affairs/Associate VP)
- VP (Operations)
- Director, Safety and Security
- Director, Communications and Public Affairs
- VP (Enrollment Management)
- VP (Finance)
- VP (Institutional Advancement)
- Chief Information Officer
- Director, Human Resources
- Executive Assistant to the President

At the request of the President, other support and advisory personnel may be asked to attend. These individuals may include:

- Fire Department Representative
- Director, Student Health Services
- Outside consultants/contractors
- Director of Resident Life

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1.7.2 Command Center Team Priorities

The Command Center Team Priorities are to:

-The Command Center Team must provide all possible assistance to frontline personnel. Functions or activities such as notifications, public information, media relations, resource acquisition, employee call in, record keeping, etc. are best handled by the CCT.

-Command and Control. The operations center must provide the command and control functions necessary to put contingency plans into action, triggering them as needed, providing the structure required to allocate resources and personnel, assuring effective direction of response operations.

-Monitor, Inform and Alert. The operations center must both give and receive information. The CCT undertakes intelligence gathering to identify potential problems and provide prompt notification to managers, employees, and related organizations. The CCT also ensures that members of the College community, as well as external stakeholders and agencies, know about the emergency and the College's response.

-Verify and Document Response. The operations center must create a mechanism to verify the steps taken to respond to the emergency, preserving a record of the actions taken to protect employees, students, and infrastructure. The CCT pursues "best practices" by documenting information received and the steps taken.

1.7.3 Emergency Notification

The primary means of transmitting critical information will be via the home page of the Manhattanville College website. A conspicuous, visible icon will alert users to emergency notification. Alternatively, broadcast email will be used. Finally, an alternative message will replace the normal message at the main telephone number for the College, directing callers to the home page, and providing general information about the critical incident. In the event that there is no means of electronic communication, information will be posted on bulletin boards throughout campus.

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2 **Emergency Services**

2.1 Purpose

The purpose of this section is to outline the provisions and services available at Manhattanville College for the care of personal needs of members of the campus community in the event of an emergency.

3.1 Need for these Services

The College recognizes it must have provisions in place to temporarily accommodate people during an emergency who are unable to return home or those students living in college-owned housing who are affected by an emergency. This is especially critical should a major emergency impact campus with little or no warning in the midst of a normal operating period. Manhattanville College may also be asked to assist in the event of a community-wide disaster.

Priority would be to look after essential needs (first aid/medical attention, a place to go, somewhere to sleep, food, water and meals, medication, clothing, etc.). Whenever possible, other needs would have to be addressed (family re-unification, counseling, information/status, comfort items, social activities, financial aid, etc.)

The support services outlined in this section describe those that would be provided during a community disaster. In many cases, only selected components will be needed based on the location and impact of the emergency. These situations can include:

- Localized emergency affecting one specific building (fire)
- Widespread crisis impacting a large area of campus (tornado, blizzard/ice storm)

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4.1 Manhattanville College Responsibilities

All reasonable steps must be taken to ensure the safety and well being of staff, faculty, students and the surrounding community. Even before the activation of the Command Center Team, the necessary facilities and support services should be furnished to the affected personnel.

Once the Emergency Operations Center is activated at the College, it is the Command Center Team who assumes overall responsibility for meeting needs of people on campus. Together a sub-group of staff responders will be activated to provide the resources necessary for the care of campus community members.

4.2 Designated Assembly Areas

Assembly areas are locations where evacuees or stranded individuals may be received during a disaster. There may be a facility such as a large meeting room, cafeteria, gymnasium, chapel, soccer field, or even a tent – it depends on what is available in the community or what is needed.

Assembly areas should be flexible for multipurpose use. Space may be required for use as a gathering and information center, a rest and sleeping area, a staging site for volunteer disaster relief workers, and a media center.

Assembly areas are set up in order to provide for essential needs of people affected by a disaster. Whether or not a specific assembly area will be opened is dependent on many factors including the size of the emergency, and the number of volunteers or facilities available.

In order to choose a suitable location for an assembly area, or several locations for a number of centers, consideration must be made to the provision of basic necessities of water and electricity first and foremost, followed by telecommunications access.

The CCT will establish reception centers in safe campus locations, where individuals can go for immediate emergency help, medical treatment, emergency clothing, access to necessary medications, assistance in locating family members, lodging and/or food.

These centers will provide information and referral services during the immediate post-impact period. These operations may be housed in large classrooms, the cafeteria, east room, and/or chapel.

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4.3 Designated Assembly Location

In the event of a major emergency or disaster, the Command Center Team will designate that the College Chapel serve as the initial campus assembly area. If the Chapel building is unavailable, the gym would be the second location, followed by the east room. Weather permitting, the turf field can also be used as an assembly area. The building can be transformed into a campus support center as follows:

- Campus Community Police to provide security and communications
- Physical Plant and other support services called to assist as appropriate
- Food Services opens food outlets to meet anticipated food and drink requirements
- Emergency Response Team provides first aid services and Student/Staff/Faculty Health Services opens their offices as required to provide additional treatments capacity.
- Counseling services team established, Student/Staff/Faculty Health Services
- Family Reunification Team formed to ensure that all reasonable steps are taken to account for evacuees and be able to match them with incoming enquiries from family and friends
- Information and communications systems established to ensure accurate information is disseminated to the people at the center, as well as those people who may be concerned about the evacuees (regular information sessions held, Communication and Public Affairs to provide authorized updates)

4.4 Medical and First Aid

The Safety and Security Department is responsible for the dispatch of emergency services on campus and forwards calls to ambulance dispatch, Harrison Police, fire services and other emergency services when needed, 24 hours a day.

The two active treatment hospitals in close proximity to the College are White Plains Hospital and Westchester Medical Center. They are prepared to respond to campus community emergencies. Community emergency medical response agents (i.e., ambulance, health unit) will provide the on-site collection, triage and evacuation to hospital of casualties in a disaster situation. For immediate emergency response on campus, the Campus Safety and Security Team is on-call 24 hours a day, and will be automatically dispatched in the event of an emergency.

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4.5 Family Reunification

The College will endeavor to establish, as quickly as possible, a list of affected members of the campus community. Lists of building occupants in college-owned housing will be generated through the Director of Residence Life; Human Resources will provide lists of faculty/staff; the Registrar's office will provide names of undergraduate students, and the graduate program areas (by building location) will provide names of graduate students. The whereabouts of all campus community members would be monitored and recorded according to these general lists. Regular updates on the status of individuals will be recorded and a contact number and/or web site will be set up where relatives/associates can get information.

The College's Communications and Public Affairs Office has established procedures for communicating emergency information, including regularly updating the campus switchboard greeting to direct callers to information centers, such as the registration and inquiry area, and providing information on the campus website. In addition, the possibility of using an existing call center on campus will be considered. The registration and inquiry service will be housed in the assembly area, where all affected individuals will be directed in the event of an emergency. The College may also call in the Red Cross for assistance with the registration and inquiry service.

4.6 Shelter and Accommodation

In the event of any type of emergency, consideration must be given to the fitness of any building for use as a temporary shelter location, such as an assembly area. If an emergency results in damages to building structure, whether these damages are localized or affect the entire building, all people in the building would be evacuated immediately to a building that is not structurally compromised. Most other building emergencies would result in power failures and/or failed utility services, such as water and natural gas. For example, in the event of a power failure in one building, such as a residence, residents would be relocated to a nearby building not experiencing a power failure. In the event of a campus-wide power failure, emergency back-up generators would be engaged, and would temporarily provide minimal lighting, and maintain life/safety systems. Larger-sized generators may be brought in (depending on availability should there be a city-wide power failure). Also, there may be at least a one-to-two-day delivery time.

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4.7 Care and Comfort

Depending on the circumstances of the emergency and considering the items that need to be taken into account in selecting an assembly area, the assembly area itself could immediately be outfitted with mattresses, pillows, and blankets borrowed from residences. .

4.8 Information Accessibility

Televisions are located in most residence lounges. These sets could be moved from lounge facilities to the location of the assembly area.

4.9 Provision of Food

The Food Services Company (Chartwells) on campus has a number of contingencies on-campus to respond to the need for additional food in the event of a campus emergency. Food will be provided by Food Services facilities across campus, where needed. For example, the Food Service group is equipped at all times with emergency food supplies. Food Services has the capability of providing water and other beverages, barring any disruption to basic utility services. Where emergency food is available, priority must be assigned to meeting the needs of current residents before the emergency supply can be directed to the outside community. Provisions include paper plates, plastic cutlery, and simplified menus focusing on the distribution of dry goods. In all cases of emergency food provision, portion control will be maintained.

In the event of a prolonged emergency, beyond the three-day food supply, local suppliers would be contacted to bring in bottled water and dry goods. Refrigerated trucks would be brought in to store any perishables; and dry ice would be ordered in to reduce loss of food in freezers.

Teams would be established to deliver food to assembly area(s).

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4.10 Clothing and Personal Needs

In addition to provisions from the Red Cross, residents and/or the Bookstore may be approached for clothing donations. Assembly areas offer limited washroom availability, and are unable to provide shower facilities. As there are limited shower facilities in residence, building security and resident inconvenience would need to be taken into consideration before these facilities are offered to the outside community especially during the academic year.

4.11 Counseling and Stress Debriefing

The College understands the importance of providing counseling services in the event of a campus emergency. Critical incident response services are available to help people who have witnessed, responded to, or otherwise experienced a traumatic event. Special attention needs to be paid to those directly involved with the impact of the incident. Manhattanville College will help to bring a unified approach to assisting members of the Campus Community to deal with a disaster or other tragedy. Normally faculty and staff, through the Employee Assistance Program (EAP), and students, through the Health Services, are provided with access to free counseling and personal-wellness support to help them come to terms with a crisis and for assistance in resuming normal daily activities over a period of time.

5 Campus Evacuation and Transportation

5.1 Purpose

In the event of a major emergency or disaster it may be necessary to evacuate all or part of the campus. The calm and orderly execution of such an evacuation is critical to the safety of evacuees and the continuing mitigation of the emergency situation. Provision of transportation for those who do not have access to private transportation or other means of evacuating the campus may be necessary to expedite the evacuation process as well as to ensure the safety and well being of evacuees. The purpose of this section is to outline the process for identifying the need for an evacuation, imposing an evacuation of all or part of the campus, communicating an evacuation order, directing and maintaining the evacuation and re-occupying the evacuated area upon resolution of the emergency condition.

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It is important to recognize that the resources identified in this plan may be limited or unavailable as a result of the emergency condition or for some other reason. Plans for the evacuation of the campus must therefore remain highly flexible. It will be the responsibility of the CCT to ensure that the provisions of this plan are implemented or to devise and implement alternate strategies in contingencies where the plan cannot be executed.

The process outlined in this chapter relates to a mass evacuation requiring significant separation from the incident. It is not intended to address individual building evacuation or establish plans for the evacuation of a facility in response to an emergency.

5.2 Description of Needs

An evacuation may be required when a major emergency or disaster poses a threat to personal safety and the threat cannot be reasonably contained or isolated. These incidents may include significant chemical spills or releases of hazardous materials, building fire, natural disaster, explosion, catastrophic structural collapse, civil disturbance or the imminent threat of any such incident including any situation from which the general public must be removed in the interests of safety.

5.3 Responsibility for Mass Evacuation

It will be the responsibility of the Command Center and other emergency responders to assess all emergency situations and to determine the need for and extent of a mass evacuation. This assessment will take into account such factors as physical threat to the community, the ability of emergency responders to operate effectively, weather and environmental conditions, level of control over the emergency, extent of property damage which has occurred or is likely to occur as a result of the emergency condition.

5.4 Evacuation Strategy

Mass evacuations will be staged commencing with those who are at highest risk of being affected by the emergency condition. For example, an emergency in Brownson Hall will require the immediate evacuation of that building. Once this has been completed a secure perimeter would be established around the building and adjacent parking lots. When this perimeter has been secured, neighboring buildings such as Music Building and Library would be evacuated sequentially as required until an appropriate perimeter has been established.

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5.5 The Evacuation Plan

If it is determined by the Command Center to execute a mass evacuation of all or part of the College, the following plan will be activated.

- 5.5.1** The Command Center Team will advise all emergency response personnel that a mass evacuation has been ordered and specify the area involved. Harrison police, fire and ambulance services, if not already aware or responding, will also be notified of the order and the extent of the evacuation.
- 5.5.2** The building(s) will be identified and emergency response personnel will be assigned by the Command Center Team to ensure that it is fully evacuated and secured with warning tape, barricades, fencing or other means. If necessary, exterior door hardware will be rendered inoperable to eliminate the possibility of re-entry. Access will be controlled through a single entry point as established by the E.R.T. All authorized emergency responders must enter through this point for accountability purposes. All emergency responders must check in and out through this access point.
- 5.5.3** The Information and Public Affairs representative will activate notifications and advise contacts in the affected area that an evacuation has been ordered and that all persons must leave the area. Evacuees will be advised that they should be prepared for a lengthy evacuation and, if reasonable, shut down equipment and take necessary personal belongings. Evacuees will be advised to listen to radio or other means of communication for updates on the evacuation and location of assembly centers when they have been established.
- 5.5.4** When the main building has been evacuated, evacuation of the adjacent buildings will commence. This phase will involve activation of the fire alarm in each affected building one at a time. Efforts will be made to provide information to evacuees as they exit the building through the use of emergency wardens (where they exist) or any other available means such as building or mobile public address systems, portable p.a. systems, etc. Evacuees will be advised that a general evacuation has been ordered and, if known, the location of emergency shelters or assembly centers where they should report.
- 5.5.5** As each area has been evacuated to the satisfaction of the CCT, police or other personnel will be assigned to maintain the perimeter and to prevent unauthorized access. No person will be allowed access without authorization.
- 5.5.6** Perimeters around each evacuation zone will be maintained until it is determined by the CCT that the emergency condition has passed and evacuated areas may be re-occupied.

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5.5.7 Outbound evacuation routes will be established on a priority basis by the Campus Security Department. High priority outbound routes will be identified first and sufficient police personnel assigned to facilitate the orderly movement of people and vehicles from campus on the route. Police officers will be stationed at intersections to direct traffic whenever possible. Additional officers will be assigned as necessary and when available to assist.

5.6 **Transportation Resources**

5.6.1 A large-scale evacuation may require additional resources to transport evacuated persons from campus. This is particularly true when a residence facility is involved. In most cases, students who live in residence do not have access to private transportation. If it is determined that these students will require transportation to an off campus emergency shelter, safe transportation should be arranged.

5.6.2 It is understood that under emergency conditions there may not be sufficient lead-time to make arrangements for transportation services when required. Under such circumstances arrangements will be made to provide temporary shelter on campus or nearby in a reasonably safe location until transportation is available to move the evacuees to an emergency shelter facility

5.6.3 In incidents where a large-scale evacuation has been ordered, it will be the responsibility of the CCT to contact transportation service providers and make a request for sufficient busses to transport the projected number of evacuees.

5.6.4 The CCT, in consultation with the E.R.T. will estimate the number of persons who will require transportation, where the evacuees will be housed, when the emergency shelter will be available for occupancy by evacuees and when the evacuees will be ready to move.

5.6.5 The following are identified as possible service providers for transportation in the event of a large scale evacuation of campus:

-White Plains Bus Service

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5.7 Re-Occupation of Evacuated Areas

- 5.7.1** Upon conclusion of an emergency or disaster situation necessitating an evacuation it will be necessary to coordinate the re-occupation of campus facilities by the evacuees.
- 5.7.2** It will be the responsibility of the CCT to determine that an emergency or disaster situation has concluded or that it is no longer necessary to maintain an evacuation of some or all of the evacuated areas and that the College facilities are safe for re-occupation and may return to normal operations.
- 5.7.3** Upon determining that evacuees may return to campus, the CCT will notify the emergency shelter(s) that the emergency or disaster condition has passed and to prepare for re-occupation of the campus.

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APPENDIX "A"

COMMAND CENTER TEAM CONTACT LIST-ALL HOURS

COMMAND CENTER TEAM

PRESIDENT

PROVOST & VP FOR ACADEMIC AFFAIRS

ASSOCIATE VP OF STUDENT AFFAIRS

DIRECTOR OF HUMAN RESOURCES

VP OF STUDENT ENROLLMENT

VP OF INSTITUTIONAL ADVANCEMENT

VP OF OPERATIONS

DIRECTOR OF SAFETY & SECURITY

CHIEF INFORMATION OFFICER

VP OF FINANCE

DIRECTOR OF COMMUNICATIONS & PUBLIC RELATIONS

EXECUTIVE ASSISTANT TO THE PRESIDENT

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APPENDIX "B"

OFF-SITE AGENCIES – CONTACT LIST

NEW YORK

STATE POLICE-----	(914) 279-6161
NEW YORK CITY BRIDGE & ROAD CONDITIONS-----	(914) 976-1234
NEW YORK STATE THRUWAY ROAD CONDITION-----	(914) 631-6100
TACONIC STATE PARKWAY-----	(914) 528-8000
SAW MILL PARKWAY-----	(914) 769-3100
WESTCHESTER COUNTY AIRPORT OPERATIONS-----	(914) 946-9000

HARRISON

POLICE DEPARTMENT-----	911
POLICE MAIN NUMBER-----	(914) 967-5110
POLICE CHIEF-----	(914) 967-0739
FIRE DEPARTMENT-----	911
FIRE MAIN NUMBER-----	(914) 253-9044

VALHALLA/WHITE PLAINS

WESTCHESTER MEDICAL CENTER-----	(914) 493-7000
WHITE PLAINS HOSPITAL-----	(914) 681-0600

CONNECTICUT

STATE POLICE-----	(860) 566-4240
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NEW JERSEY

STATE POLICE-----	(201) 785-9412
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U.S. GOVERNMENT

FBI (TO BE CALLED BY CCT ONLY)-----	(914) 576-3300
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1.0 **Inclement Weather Procedure Normal Working Hours**

- 1.1 The purpose of this procedure is to provide guidelines to assist in determining whether or not temporary closing of normal operations is necessary due to inclement weather.
- 1.2 Essentially, the College’s philosophy during inclement weather is that a normal working schedule will be observed and that within this established schedule, “we are always open.” However, should inclement weather conditions occur, which would be severe enough to require a temporary closing of operations, staff, faculty and students shall be informed via e-mail, postings, phone tree system, voice mail or other appropriate means.
- 1.3 **Early Closing:** Whether an early closing is warranted will be based on the information from the V.P. of Operations, the Director of Maintenance Operations, the Grounds Manager and weather information from the National Weather Service. However, before it is determined to initiate an early closing, the following personnel will be contacted:
 - President
 - Provost
- 1.4 As a general reminder, each year staff/faculty will be advised of the inclement weather procedures and listings of local radio stations.

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1.0 **Inclement Weather Procedure-Off-Hours**

1.1 **Snow Emergency**

1.1.1 During other than normal working hours, the Director of Maintenance Operations or his designee will have prime responsibility for monitoring weather forecasts and ground cover conditions at the campus site.

1.2 **Procedures-Monitoring By Director Maintenance Operations**

1.2.1 Visual and physical inspection of the roadways and parking areas will be made to determine if snow is accumulating. When hazardous accumulation or icing conditions develop, the snow removal personnel will be mobilized.

1.2.2 The Director of Maintenance Operations will maintain close liaison with the snow removal crew, as well as continuing to observe and record the rate of snow accumulation or icing condition.

1.2.3 If weather conditions continue to deteriorate, the agencies listed in Appendix A shall be called for information.

1.3 **Procedures-Snow/Icing Emergency**

1.3.1 The V.P. of Operations shall be called at 4:30 AM by the Director of Maintenance Operations if a snow emergency condition has developed.

1.3.2 No later than 5:00 AM (0500HRS) after the situation and forecasts are reviewed, the V.P. of Operations will contact the President, a recommendation will be made as to: regular opening hour, delayed opening hour, or closing the campus. Before it is determined to initiate any of the above the personnel in Appendix B shall be contacted.

1.3.3 If either a delayed opening or official closing of the campus is declared, the following actions will be taken:

1.3.3.1 The appropriate personnel shall arrange to notify designated radio stations to broadcast the decision no later than 5:30AM (0530HRS) (Appendix C)

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2.0 **Appendices**

- Appendix A Emergency Weather Information-Inclement Weather, Road and Campus Site Conditions.
- Appendix B Off-Hours Inclement Weather Contact List
- Appendix C Radio Station Contact List

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APPENDIX "A"

EMERGENCY WEATHER INFORMATION
INCLEMENT WEATHER ROAD AND SITE CONDITIONS

National Weather Service
Telephone: (203) 936-1212

Sawmill Parkway
Telephone: (914) 769-3100

Taconic State Parkway
Telephone: (914) 528-8000

New York State Police
Telephone: (914) 631-6100

New York State Police
Telephone: (914) 279-6161

New Jersey State Police
Telephone: (201) 785-9412

Connecticut State Police
Telephone: (203) 748-3573

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APPENDIX "B"

OFF HOURS INCLEMENT WEATHER CONTACT LIST

TITLE

President

Provost

Associate Vice President, Student Affairs

Vice President, Student Enrollment

Vice President, Operations

Director, Safety & Security

Dean, School of Education

Director of Academic & Admin Technology

Vice President, Finance

Registrar

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APPENDIX "C"

RADIO STATION CONTACTS

WEATHER EMERGENCY CLOSING ANNOUNCEMENTS

WNLK	1350 AM	FAIRFIELD COUNTY
WSTC	1400 AM	FAIRFIELD COUNTY
WEFX (FOX)	95.9 FM	FAIRFIELD COUNTY
WKHL (KOOL)	96.7 FM	FAIRFIELD COUNTY
WGCH	1490 AM	GREENWICH, CT
WVIP	1310 AM	MT. KISCO, NY
WVOX	1460 AM	NEW ROCHELLE, NY
WINS	1010 AM	NEW YORK CITY
WOR WEBSITE	710 AM WWW.WOR710.COM	NEW YORK CITY
ESPN	1340/1390 AM	DUTCHESS/ORANGE
WEOK	1390 AM	DUTCHESS/ORANGE
WALL	1340 AM	DUTCHESS/ORANGE
OLDIES	97.7/97.3 FM	DUTCHESS/ORANGE
WPDH	101.5/106.1 FM	DUTCHESS/ORANGE
WRRV	92.7/96.9 FM	DUTCHESS/ORANGE
WFAS	1230 AM 103.9 FM	WHITE PLAINS, NY WHITE PLAINS, NY

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1. Purpose

The purpose of this plan is to provide guidelines for snow removal operations at Manhattanville College. The procedures outlined herein DO NOT in any way supersede the College’s Emergency Procedures Manual, but provide supplemental guidance for site security, and grounds maintenance personnel in achieving the maximum vehicular and pedestrian safety relative to snow and icing conditions on the College’s property.

1. Historical Snowfall Data

A review of historical snowfall data reveals that annually we can expect an average of twelve snowstorms of one or more inches. An average of four snowstorms will have an accumulation greater than four inches. The heaviest snow period is January to Mid-February, when three to four storms can be expected. Icing conditions can be severe at times, occurring with a greater frequency than snowfall. The average snowfall is around 35-40 inches, and there is a 30% chance of precipitation on any one day during the winter.

2. Resources

The Manhattanville College snow removal/grounds maintenance crew is comprised of permanently assigned employees with the necessary dedicated equipment to handle snow emergencies. While not engaged in snow removal operations, the crew will perform grounds keeping services/tree removal, pruning, etc.

3. Hours of Operation

When necessary, the grounds maintenance crew will work split-shift hours to ensure site safety not later than 7:00am, and extend their work schedules as long as necessary to maintain safe roads, handicap and other parking, and access for walkways, and all accessible parking spaces and designated accessible pathways leading to and from the designated accessible parking spaces no later than 7:00am, and will continue throughout the school day.

4. Accessible Parking / Pathways

If individuals with disabilities observe accessible parking or accessible pathways blocked with snow, or not passable due to ice or other conditions, individuals can notify security 24 hours per day at (914) 323-5244, or proceed to blue phones on campus (accessible without leaving ones vehicle) located outside the President’s Cottage, or opposite Benziger loading dock. These phones connect directly to campus security. Other emergency phones exist at main entrances to buildings, or main corridors in Brownson Hall

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5. Materials

Sand, sand/salt mix, Zorball (speedy Dri), and other materials used on snow and ice control are maintained on site in sufficient quantity to meet severe snowstorm conditions. All dedicated equipment and materials are maintained at the Operations Maintenance Facility and storage depot at the north end of campus.

6. Recall Procedures

During non-business hours, the Security Shift Supervisor, the Director of Maintenance, or the Director of Buildings or Grounds, should be alerted of hazardous roadway/walkway conditions by site security and or by their personal observations. During imminent snow emergencies (when accumulations are expected to be greater than 1", or when icing conditions are forecast), the crew will be either working on-site or on standby at the Maintenance garage. However, there will be occasions especially during off-hours when the roadways and walkways become hazardous due to unexpected snowfall or icing conditions. When these conditions due exist, the Supervisor Security Services should notify the Director of Grounds, or his designee as soon as possible.

7. Safety

While engaged in snow removal operations, all vehicles shall have headlights, or emergency amber/blinker lights on.

8. Routine Conditions

When no recall has been initiated the Director of Building and Grounds shall contact the Security Supervisor to get a briefing on icing and hazardous conditions observed during the night. After eliminating any hazards, the crew will make a physical inspection of the site to eliminate any personally observed hazards. Special emphasis shall be placed on handicap parking spaces, and associated designated accessible walkways. The crew will check the site near the end of each business day (3:30pm) and eliminate any hazardous they observe. During this PM check, special emphasis shall again be placed on roadways and walkways to ensure safe egress of students, employees, and visitors.

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9. Emergency Recall Conditions

During the evening and early a.m. hours if roadway and weather conditions appear to justify an early recall of the grounds crew, the Security Supervisor shall initiate the recall and record the time and person contacted. During snow or ice emergencies the Director Building and Grounds shall make a progress assessment not later than 5:00am as to whether the site can or cannot be safely opened by 7:00am. The Director Building and Grounds will notify the appropriate management personal who will provide instruction on “Delayed Opening or Closed Announcements.”

10. Business Day Emergency Condition

When icing or heavy snow accumulation occurs during business hours and it appears that egress from the campus may be unsafe, the Director of Building and Grounds will notify appropriate management personal in accordance with the Emergency Procedures Manual. The Director of Building and Grounds shall hold the daytime work force over when emergencies exist, and coordinate a sustained operations manning schedule.

11. General Snow Removal Guidelines

- All campus roadways shall be kept clear of snow at a width that will ensure safe two-way travel.
- Ice or other hazardous conditions shall be treated with approved materials only.
- Snow and ice shall be removed when time permits from all on-site catch basins to allow adequate run-off of melting ice and snow.
- When time permits, and especially after a heavy snow, resident students will be asked to temporarily remove their vehicles from certain lots so a more thorough removal of the snow can be achieved. Complete snow removal from these areas shall be accomplished only after all other priority work has been completed

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SNOW REMOVAL PRIORITIES

Areas that are essential for Manhattanville College students, employees, and visitors in gaining access to the Manhattanville Facility buildings are designated Priority #1, and will take precedence over all other grounds maintenance operations. All areas of campus beginning with Priority 1 will be made safe by no later than 7:00am, and will continue throughout the day if conditions warrant. Specific snow removal priorities are as follows:

Priority 1 (To be Plowed/Sanded and made Safe by 7:00am)

- Both main entrance areas (Purchase Street and College Road entrance).
- All main roads that lead around campus. Special attention will be given to handicap parking spaces, and all other campus parking areas.
- All campus walkways and stairways.
- All parking and turn around areas in front of Reid Hall, Dammann/Tenney, Spellman & Founders.

Priority 2

- Benziger loading dock area.
- Steam Plant parking lot.
- Faculty Staff Housing walkways and parking lot.
- Physical plant parking area including access to gas & diesel fuel pumps.

Priority 3

- Perimeter roadway leading to Anderson Hill Gate House, Provost House, and roadway to Old Chapel.
- All other walkways and driveways to private residences on campus, including access to fuel oil tanks.

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FUNCTIONAL TASK(S) SUMMARY

1. Director, Building & Grounds
 - Stay apprised of weather conditions and roadway conditions at all times (security inputs, personal observations, weather updates).
 - During non-emergency conditions brief grounds crew as they start work on any minor hazards observed.
 - Initiate early recall of grounds crew as soon as possible when it is obvious that site roadways/walkways will become hazardous.
 - Stay apprised of number of employees and general location of work force, ensure operations are progressing according to priorities.
 - At approximately 3:30pm inspect entire site to eliminate hazard(s). Note areas of special concerns.
 - As soon as possible, but not later than 5:00am make assessment if site can or cannot be safely opened by 7:00am. If determined that the site cannot be safely opened, comply with Emergency Procedure Manual.
 - Notify security of any roadway(s) or area(s) temporarily closed to ensure adequate traffic control.
 - Keep VP Operations apprised of status of snow removal operations.

2. Security Supervisor
 - Report all roadway icing or other safety hazard(s) to Director of Building and Grounds as they are observed
 - Initiate after hours recall making note of time and person contacted.
 - Mobilize security force to divert and/or control traffic and necessary.

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1.0 **Power Outage**

1.1 Interruption of power to the campus building(s), whether it is sporadic, total, partial, etc., would be considered an electrical power emergency.

2.0 **Immediate Action Plan for Security Operator**

2.1 **Partial or Total Power Outage-Normal Working Hours**

In the event of a partial or total power outage the Security Operator shall immediately notify Command Center Team (CCT) members concerning the location and extent of the power outage. (Appendix "A") If the outage is expected to last a considerable length of time appropriate measures may need to be taken to insure the safety of all community members.

2.2 The V.P. of Operations & the Director of Maintenance Operations, or their designated representative's plus designated Maintenance personnel will immediately proceed to the affected area to determine the cause of the outage.

2.3 Under the direction of the Facilities personnel on the scene immediate steps will be taken to restore power if possible.

2.4 Each building(s) elevator will be checked to insure that individuals are not stuck between floors.

2.5 Portable generator will be hooked into telephone switch to maintain telephone service on campus.

3.0 **Total Power Outage-Off Hours**

3.1 Security will immediately contact:

3.1.1 Con Edison to determine cause and probable duration of the outage.

3.1.2 Telephone the Director of Maintenance Operations. If not reached, security will continue to call other members of the CCT in the order shown on the list. He/she will then apprise the contacted CCT members of the action taken.

4.0 **Appendices**

Appendix A Command Center Team (CCT) Contact List by Radio Pager & Home Telephone Number-All Hours

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POWER OUTAGE	4	EMERGENCY PROCEDURES

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APPENDIX "A"

COMMAND CENTER TEAM CONTACT LIST-ALL HOURS

COMMAND CENTER TEAM

PRESIDENT

PROVOST & VP FOR ACADEMIC AFFAIRS

ASSOCIATE VP OF STUDENT AFFAIRS

VP OF ENROLLMENT MANAGEMENT

VP OF OPERATIONS

DIR. SAFETY & SECURITY

VP OF FINANCE

VP OF INSTITUTIONAL ADVANCEMENT

CHIEF INFORMATION OFFICER

DIRECTOR OF HUMAN RESOURCES

DIRECTOR OF COMMUNICATIONS & PUBLIC RELATIONS

EXECUTIVE ASSISTANT TO THE PRESIDENT

<u>SUBJECT</u>	<u>SECTION</u>	<u>TITLE</u>
FIRE PLAN	5	EMERGENCY PROCEDURES

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The Manhattanville College Fire Safety Plan Manual
Under Separate Cover Contains All The Fire Emergency Information

The procedure shown below is intended for the Security Operator so that he may initiate the action necessary to mobilize CCT and other support personnel.

1.0 **Immediate Action Plan for Security Operator**

1.1 **FIRE EMERGENCY-ALL HOURS**

When the Security Operator is alerted that a fire condition exists, he will immediately notify the Harrison Fire Department, followed by members of the CCT, and other key personnel.

2.0 **Appendices**

Appendix A Command Center Team Contact List

Appendix B Off-Site Agencies Contact List

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APPENDIX "A"

COMMAND CENTER TEAM CONTACT LIST-ALL HOURS

COMMAND CENTER TEAM

PRESIDENT

PROVOST & VP FOR ACADEMIC AFFAIRS

ASSOCIATE VP OF STUDENT AFFAIRS

VP OF ENROLLMENT MANAGEMENT

VP OF OPERATIONS

DIR. SAFETY & SECURITY

VP OF FINANCE

VP OF INSTITUTIONAL ADVANCEMENT

CHIEF INFORMATION OFFICER

DIRECTOR OF HUMAN RESOURCES

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EXECUTIVE ASSISTANT TO THE PRESIDENT

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APPENDIX "B"

OFF-SITE AGENCIES – CONTACT LIST

NEW YORK

STATE POLICE-----	(914) 279-6161
NEW YORK CITY BRIDGE & ROAD CONDITIONS-----	(914) 976-1234
NEW YORK STATE THRUWAY ROAD CONDITION-----	(914) 631-6100
TACONIC STATE PARKWAY-----	(914) 528-8000
SAW MILL PARKWAY-----	(914) 769-3100
WESTCHESTER COUNTY AIRPORT OPERATIONS-----	(914) 946-9000

HARRISON

POLICE DEPARTMENT-----	911
POLICE MAIN NUMBER-----	(914) 967-5110
POLICE CHIEF-----	(914) 967-0739
FIRE DEPARTMENT-----	911
FIRE MAIN NUMBER-----	(914) 253-9044

VALHALLA/WHITE PLAINS

WESTCHESTER MEDICAL CENTER-----	(914) 493-7000
WHITE PLAINS HOSPITAL-----	(914) 681-0600

CONNECTICUT

STATE POLICE-----	(860) 566-4240
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NEW JERSEY

STATE POLICE-----	(201) 785-9412
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U.S. GOVERNMENT

FBI (TO BE CALLED BY CCT ONLY)-----	(914) 576-3300
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1.0 **PURPOSE**

- 1.1 Direct activities necessary to properly respond to fire emergencies, to minimize personal injury, property damage, teaching and business interruption.
- 1.2 Establish and direct systems of communication to allow optimum operation of fire control methods available in fire emergencies.
- 1.3 Plan and direct a systematic, safe and orderly evacuation of an area or the buildings by its occupants in the least amount of time when required by a fire emergency.

2.0 **ORGANIZATION**

- 1.4 The Fire Safety Directors are responsible for selecting, training and directing individuals who have the responsibilities indicated in the organization chart set forth herein or Appendix A.

2.0 **ROSTER**

3.1 **Fire Safety Director (FSD) Non Residence Hall Buildings**

Title: Vice President, Operations

Location: Physical Plant Building

Telephone Number:

Cell Phone Number:

Normal Working Hours: 8:00 AM-5:00 PM

Home Phone Number:

Duties of Fire Safety Director: See Section

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3.2 **Alternate Fire Safety Director No. 1**

Title: Director, Safety and Security

Location: Spellman Hall

Telephone Number:

Cell Phone:

Normal Working Hours: 8:00 AM-5:00 PM (On call 24 hrs a day)

Home Phone Number:

Duties of Alternate Fire Safety Director No. 1: See Section

3.3 **Alternate Fire Safety Director No. 2**

Title: Director, Maintenance Operations

Location: Physical Plant Building

Telephone Number:

Cell Phone Number:

Normal Working Hours: 8:00 AM-5:00 PM (On call 24 hrs a day)

Duties of Alternate Fire Safety Director No. 2: See Section

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3.4 **Alternate Fire Safety Director No. 3**

Title: Assistant Director, Safety & Security
Location: Spellman Hall
Telephone Number:
Cell Phone Number:
Normal Working Hours: 4:00 PM-12:00 PM (On call 24 hrs a day)
Home Phone Number:
Duties of Alternate Fire Safety Director No. 3: See Section

3.5 **Fire Safety Director (FSD) Residence Hall Buildings**

Title: Director, Residence Life
Location: Founders Hall
Telephone Number:
Cell Phone Number:
Normal Working Hours: 8:00 AM-5:00 PM
Home Phone Number:
Duties of Fire Safety Director: See Section

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3.6 **Alternate Fire Safety Director (FSD) Residence Hall Buildings**

Title: Assistant Director, Residence Life

Location: Residence Halls

Telephone Number:

Beeper Number:

Normal Working Hours: On call

Home Phone Number:

Duties of Alternate Fire Safety Director No. 1: See Section

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FIRE SAFETY DIRECTORS (FSD)	5	FIRE PLAN	NOVEMBER 2012	5

1.0 **DUTIES AND RESPONSIBILITIES**

- 1.1 Be familiar with Manhattanville College Fire Safety Plan and all related operations.
- 1.2 Oversee fire and evacuation drills.
- 1.3 Have Department Managers designate a Fire Warden for each section floor and sufficient Deputy Fire Wardens and Searches.
- 1.4 In the event of a fire, FSD shall provide for and coordinate:
 - 1.4.1 Prompt notification to the Fire Department of any fire or fire alarm
 - 1.4.2 Direct evacuation pursuant to Fire Safety Plan procedures.
 - 1.4.3 Reports on conditions on fire floor for information to Fire Department on its arrival
 - 1.4.4 Advising Fire Department of the location of the Fire when they report to the Command Center at Reid Hall.
 - 1.4.5 Keeping appropriate management informed of situation.
 - 1.4.6 Issuing the all clear signal.

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ALTERNATE FIRE SAFETY DIRECTORS	5	FIRE PLAN
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1.0 **DUTIES AND RESPONSIBILITIES**

- 1.1 Be familiar with Manhattanville College Fire Safety Plan and all related operations.
- 1.2 Assume control of the emergency response and act for the FSD at the scene.
- 1.3 Conduct periodic evacuation drills both during regular working hours and off-hours.
- 1.4 In a fire emergency, report to the affected floor section; direct evacuation; keep communication open with OCC at all times.
- 1.5 Conduct periodic fire drills of residence halls and academic buildings.

-Fire drills will be conducted for residence halls twice each semester (once during “day time” hours and once during “evening” hours.

-Fire drills for academic buildings will be conducted three times a year.(1 between September and December; 1 between January and May; and 1 between June and August)

1.5.1 General Fire Drill

1.5.1.1 Notify Senior Management which building(s) will have the fire drill.

1.5.1.2 Select a section floor and pull fire alarm box.

1.5.1.3 Have personnel assigned to predetermined locations.

1.5.1.4 Following an evacuation drill, (Administrative Locations) AFSD will conduct evacuation critiques will occupants involved.

1.5.1.5 Have OCC announce to secure and return to work as directed by AFSD.

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FIRE WARDENS, DEPUTY FIRE WARDENS AND SEARCHERS	5	FIRE PLAN
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1.0 **DUTIES**

- 1.1 Upon request of the Fire Safety Director, Management will designate responsible and dependable employees as Fire Wardens, Deputy Fire Wardens, and Searchers. In Residence Hall Buildings The Director of Residence Life acting as Fire Safety Director will designate responsible people for these assignments.
- 1.2 Each section floor of each building on campus shall be under the direction of a designated Fire Warden for the evacuation of occupants in the event of a fire or other emergency. Fire Wardens shall be assisted in their duties by Deputy Fire Wardens and Searchers.
- 1.3 In the event of a fire, or fire alarm, the Fire Warden or his designee, shall ascertain the location of the fire and direct the evacuation of the floor, in accordance with announced instructions and the following guidelines:
 - 1.3.1 Fire Wardens and their deputies shall notify all occupants of the emergency, and immediately implement the Fire Safety Plan. Notify all person in the affected building of a fire and evacuate all to safe areas. Search the restrooms, living areas, offices, classrooms, conference rooms and all areas to assure no one is missed. Personnel designated as searchers will promptly and efficiently perform this duty.
 - 1.3.2 The Fire Warden on the fire floor shall, as soon as practicable, notify security of the situation via the emergency number 888.
 - 1.3.3 Occupants shall be directed to the nearest exit and away from the building. Elevators should not be used under any circumstances.
 - 1.3.4 After evacuation, perform a head count to assure that all known occupants in the building have been evacuated.
- 2.0 A chart designated individuals and their respective assignments shall be prepared, posted in a conspicuous place on the appropriate floor and a copy furnished to the Fire Safety Director.

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FIRE WARDENS, DEPUTY FIRE
WARDENS AND SEARCHERS

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- 2.0 Maintain a current listing of those personnel with physical disabilities who cannot use stairs unaided.
 - 2.1 Arrange that these individuals be assisted in all evacuation procedures.
 - 2.2 Where such assistance would be required in an evacuation, notify the Fire Safety Director.

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FIRE CONTROL SYSTEMS	5	FIRE PLAN
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1.0 **DESCRIPTION AND SEQUENCE OF FIRE ALARM SYSTEMS IN CAMPUS BUILDINGS**

1.1 **Sprinkler Systems**

1.1.1 **Wet Systems:** Located on the ground floor of Benziger Hall, including all common areas and including the Pub/Cafe. Also located in all areas of Faculty Staff Housing, Spellman Hall. Founders, Dammann/Tenney located in all refuge areas. These systems consist of water filled piping and normally closed fused sprinkling heads. When ambient temperature reaches a predetermined value the sprinkler head will defuse releasing a water spray.

1.1.2 **Ansul System:** Located in the cooking/serving areas of Benziger Hall. This system contains a chemical fire extinguishing agent that will smother a grease type fire. When the ambient temperature reaches a predetermined value the head will defuse releasing a chemical spray.

1.2 **Fire Detection Devices**

1.2.1 **Smoke Detectors:** These devices are installed in HVAC air ducts and in such areas as corridors near stairs as well as other selected areas. They will detect products of combustion (i.e. smoke) when a fire is in its incipient (no flames) stage.

1.2.2 **Thermal (Heat) Detectors:** These devices are installed within each living area of Dammann and Tenney Buildings and other selected areas of the campus buildings. These detectors will detect an ambient temperature rate of rise of predetermined value per minute.

1.2.3 **Manual Alarm Stations:** These devices are present in every building on campus and are generally installed in such areas as main corridors near or at exits. They are manually activated and generally have a break glass feature.

1.2.4 **Water Flow Switches:** These devices are installed as a part of all sprinkler systems. They are normally open contact devices, which transfer upon detection of water flow.

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1.2.5 **Supervisory/Tamper Switches:** These devices are installed as a part of all fire standpipe and sprinkler systems. They are mounted on manual control valves (OS&Y) such that they will transfer when a valve is closed.

1.3 **Alarm Signal Devices**

1.3.1 **Bells/Horns:** These devices are located throughout each of the buildings. They are generally rated at 95 DB and operated by polarized 24 volts D.C.

1.3.2 **Visual Signals:** These wall-mounted lights (with red lenses) are located in some areas of the buildings. They contain a built-in flasher and are operated by polarized 24 volts D.C.

1.4 **System Sequence of Operation**

1.4.1 Activation of a smoke detection, manual alarm station, heat detector, or sprinkler system shall cause simultaneous occurrence of the following:

1.4.1.1 Continuous signaling from horns/bells and visual signals throughout the building segment which initiated the alarm; i.e., if the alarm is in Founders third floor all horns/bells and visual signals on all floors of Founders shall be activated. Horns/bells and visual signals in other buildings will not be activated. **PLEASE NOTE:** In Founders and Spellman living areas there are combination smoke and heat detectors. The smoke detectors if activated will only notify individuals within each single living area and not the entire building. If the heat detector is activated within each individual room then the entire building will be alarmed.

1.4.1.2 Release magnetic door holders in buildings so equipped.

1.4.1.3 Activate annunciator lamp at local alarm receiving panel in each building.

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1.5 **Optional Operator Actions and Associated Displays**

1.5.1 **Alarm Silence:** Causes the building horns/bells and visual indicators to silence/extinguish. Resets automatically when the local panel is reset. Provided to silence horns/bells, etc., when the alarm has not yet been reset.

1.5.2 **Local Panel Reset:** This command function will reset the alarm condition at the local panel. If the remote detector has not been manually reset; i.e., manual pull station reset, sprinkler system restored to normal, trouble condition restored, etc., the alarm will be reinitiated.

1.5.3 **Manual Alarm:** This command function allows the operator to activate the alarm horns and visual signals in the selected building segment.

1.6 Elevators do not automatically descent to entrance level when an alarm is triggered. In case of fire elevators are not to be used.

2.0 **Appendices**

2.1 Appendix A Fire Extinguisher Locations

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APPENDIX A

FIRE EXTINGUISHER LOCATIONS

The following is a general guideline of fire extinguishers located within each building:

- Brownson/Music: One 2 ½ -gallon pressurized water in each fire hose cabinet in each stair tower. 10-pound BC in computer room and laboratories.
- Library: 2 ½-gallon pressurized water on each level of book tiers and throughout remainder of Library.
- Benziger: One 2 ½-gallon pressurized water in each fire hose cabinet in each stair tower. Additional pressurized water in all common areas including cafeteria, bookstore, post office etc. In kitchen area three 10-pound ABC.
- Reid: Each floor has at least four pressurized water extinguishers in all common areas.
- Founders/Spellman: One 2 ½-gallon pressurized water in each fire hose cabinet within each building. Between six and nine 2 ½ gallon pressurized water in individual fire cabinets on each floor.
- Dammann/Tenney: One 2 ½-gallon pressured water on each floor in each cube. Additional extinguishers located in laundry and basement area.
- Chapel: One 2 1/2 –gallon pressurized water at entrance area.
- Kennedy: Pressurized water located at numerous locations on each level including Health Works, Gym, pool area etc.
- Student Center: Two ABC Powder on each floor.

When referring to either ABC or pressurized water, this is a code given to each individual extinguisher and the type of fire each is designed to be used for.

Pressurized water with a letter symbol of “A” is used for wood, paper, cloth, trash and other ordinary materials.

An ABC extinguisher is a multi-purpose unit used to fight the above type fires as well as “B” and “C” types.

“B” would include gasoline, grease, oil, paint, and other flammable liquids.

“C” is for live electrical equipment.

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REPORTING A FIRE	5	FIRE PLAN
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1.0 **TELEPHONED “SUSPICION OF SMOKE” TO SECURITY CONSOLE OPERATOR**

1.1 **Security Action Sequence**

- 1.1.1 By radio pager or radio notify appropriate units within security and maintenance.
- 1.1.2 Dispatch “Runner or Security Motor Patrol” to emergency location to assess situation.
- 1.1.3 Security/Maintenance/Residence Life decide if notification of Fire Department is required.
- 1.1.4 If immediate action is required, follow triggered alarm sequence.
- 1.1.5 If immediate action is not required, notify appropriate personnel of decision.

2.0 **TRIGGERED ALARM- (PULL BOX, SMOKE/HEAT DETECTOR, FLOW ALARM)**

2.1 **Security Action Sequence**

- 2.1.1 By radio pager or radio notify appropriate units within security and maintenance.
- 2.1.2 Dispatch “Runner or Security Motor Patrol” to emergency location to assess situation.
- 2.1.3 Depending on hour of day notify Main Gate of alarm location, and stand by for further instructions.
- 2.1.4 If necessary Telephone Harrison Fire Department.
- 2.1.5 Stand by to provide assistance as required.

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3.0 **TELEPHONED ALARM SMOKE AND/OR FLAMES VISIBLE**

3.1 **Security/Maintenance Action Sequence**

- 3.1.1 Advise caller to pull nearest manual alarm station if alarm not already triggered.
- 3.1.2 Follow “Triggered Alarm” sequence-2.0 page 1.
- 3.1.3 Telephone Harrison Fire Department of emergency situation.
- 3.1.4 Main Gate should be notified of fire location and to stand by for further instructions.
- 3.1.5 Notify Security Motor Patrol to await arriving Harrison Fire Department vehicles and escort to fire location.
- 3.1.6 Fire Safety Director or his designee will take charge of situation, retaining all assistance required, until the arrival of the Fire Department.
- 3.1.7 Maintain liaison with Fire Department and assist as required.
- 3.1.8 Keep all others out of area.
- 3.1.9 Direct traffic as necessary to keep roads open and clear for fire equipment.
- 3.1.10 Maintain open communication with Operations Control Center Team.

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BUILDING AND SITE DESCRIPTION	5	FIRE PLAN
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1.0 **Site Description**

1.1 The College Campus consists of approximately 25 buildings, totaling 800,000 S.F. situated on 100+/- acres. Ten (10) of the buildings are primarily used by the student body, including dorms, classrooms, library, gym, music hall, etc. All built between 1952 and 1965. New faculty/staff housing was built in 1991. The remaining buildings consist of administration, maintenance, cottages, gatehouse and garages, etc., built in the late 1800's to early 1900's. The central steam boiler plant was abandoned and the buildings decentralized to gas heat in 1991.

2.0 **Building Square Footage**

2.1	Reid	67, 382
2.2	Benziger	48,936
2.3	Student Center	30,000
2.4	Chapel	39, 845
2.5	Kennedy	39, 876
2.6	Library	62, 138
2.7	Brownson	79, 802
2.8	Music	19, 495
2.9	Founders	107, 288
2.10	Spellman	96, 719
2.11	Dammann	62, 978
2.12	Tenney	62, 978
2.13	Faculty/Staff Housing	53,769
2.14	Boiler Plant	4, 317
2.15	Maintenance	16, 857
2.16	President's Cottage	5,800
2.17	Deerfield	2, 585
2.18	Misc. Buildings	29, 235

3.0 **Structures**

3.1 The buildings are predominately constructed of a structural steel frame and a brick and stone exterior. Faculty housing is constructed of a structural wood frame and a clapboard exterior siding.

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1.0 **Receipt of the Threat**

- 1.1 The bomb threat is most likely received by:
 - 1.1.1 Telephone Operator
 - 1.1.2 Security Console Operator
 - 1.1.3 An outside agency (police, news media, etc.)
 - 1.1.4 Written communication delivered by mail or messenger
- 1.2 When a bomb threat is made by telephone, the recipient of the call should:
 - 1.2.1 Keep the caller on the line as long as possible to permit maximizing information obtained.
 - 1.2.2 Make notes of the conversation as accurately as possible using the “Bomb Threat Check List” (Appendix A) as a guide.
 - 1.2.3 Get as many details as possible.
 - 1.2.3.1 Ask the caller for specifics: bomb location, time of detonation, and description of the bomb.
 - 1.2.3.2 Try to learn the identity of the caller and his/her motive for the call or placing the bomb.
 - 1.2.3.3 If the caller refuses to give his/her name, try to determine age, sex, mental condition, and ethnic origin: note all voice characteristics, along with any background noises or sounds that might be heard.
 - 1.2.4 When the caller hangs up, the recipient should immediately:
 - 1.2.4.1 Report the call to the Security Console Operator on Ext. 888 if security is not the called location.
 - 1.2.4.2 Obtain and complete the Bomb Threat Check List while details of the call are still fresh in mind.

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- 1.3 When the bomb threat is made by mail or messenger, the recipient of the message should immediately:
 - 1.3.1 Telephone the text of the message to the Security Operator on Ext. 888.
 - 1.3.2 Hand carry the document to the Command Center located in Reid Hall, second floor (President's Conference Room).
- 2.0 **Immediate Action Plan For The Security Console Operator**
 - 2.1 **BOMB THREAT-ALL HOURS**

When the Security Console Operator receives a bomb threat he/she will immediately notify the Command Center Team (CCT) using radio pagers or telephones.
 - 2.2 For other Maintenance, Residence Life, Contract Security personnel, contact will be made by radio pagers and/or telephones.
- 3.0 **Command Center Team (CCT) Responsibility**
 - 3.1 With Reid Hall as the base of operations, CCT will be:
 - 3.1.1 The focal point for the collection and analysis of all threat-related information.
 - 3.1.2 Responsible for coordinating all actions and directives in response to the threat.
 - 3.2 **CCT THREAT EVALUATION PROCESS**

In order to decide on the course of action to be taken, information from all sources should be evaluated to the extent that time permits.
 - 3.3 Immediately initiate a discreet bomb search of the Building's evacuation routes first, and then proceed to the less critical areas. See Search Control Coordinator function and bomb search assignments (Appendix C). Search teams will be notified of start of building search by the Search Control Coordinator utilizing the Radio Pagers. Searchers will contact the Search Control Coordinator when arriving at search area to verify attendance and at the completion of the search or if a suspicious item is found.

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3.4 Review “Bomb Threat Checklist” or other pertinent record of the communication to determine: type of threat, message content, detonation time of bomb (if given), nature of any identified target and extent of target area.

3.5 From review and evaluation of available information determine whether the threat is considered to be real or a hoax and proceed as follows:

3.6 **IF THE THREAT IS CONSIDERED A HOAX**

3.6.1 Inform Key Management (Appendix D) of the situation and of CCT recommended course of action, i.e., search, but no evacuation.

3.6.2 Circumstances may be such at this time that it will be necessary to contact Off-Site Agencies, e.g., Fire/Police, (Appendix E).

3.6.3 If after investigation and search, it is judged to be a hoax, then all previously informed external agencies and site personnel should be notified that the threat is a hoax and that the College is taking no other action in response to the threat.

3.7 **IF THE THREAT IS CONSIDERED TO BE REAL**

3.7.1 Once it is determined the threat is real, the bomb detonation time, if communicated, will influence the method of evacuation (Building or buildings).

3.7.2 Evaluate environmental factors for the evacuation, e.g., weather, road conditions, etc.

3.7.3 Notify Key Management (Appendix D) of the situation and the course of action decided upon.

3.7.4 IF TIME DOES NOT permit a search, initiate building(s) evacuation.

3.7.5 Notify local police and fire departments of situation and course of action taken (Appendix E).

3.7.6 At conclusion of emergency and after thorough bomb search, establish safe re-entry time.

3.7.7 Inform all agencies and personnel previously notified as to cessation of emergency.

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4.0 **BOMB THREAT DURING OFF-HOURS**

3.2 The Director of Safety & Security, the Director of Residence Life (depending on location), the Security Shift Supervisor, and other available personnel will be responsible for evaluation bomb threat situations and initiating appropriate action. Contact will be made with members of CCT (Appendix B) apprising contacted management of the actions taken.

5.0 **BOMB SEARCH AND DISPOSAL**

Caution

Radios should be used only to transmit emergency messages if there is no telephone, preferably after the search has been completed.

Should a bomb or suspicious object be found, the finder will notify the Search Control Coordinator immediately on ext. 5194 and isolate the area. The Search Control Coordinator will immediately notify CCT; the CCT will dispatch additional personnel to assist the finder in keeping the unauthorized personnel away from the area.

The investigation, handling and removal of a device or object will be referred to outside agencies (Police or Bomb Squad) possessing the necessary equipment and expertise. Suspicious objects shall not be handled by searchers.

The CCT designated representative will meet and escort personnel from outside agencies to the building where the suspicious object is located. A Floor Plan will be provided as necessary. A security officer will be posted near the destination site to keep the area clear of unauthorized personnel prior to the arrival of outside agency personnel.

The exit route will be kept clear of all unauthorized personnel by the security officers and local police.

When it is considered safe to return to the evacuated area, the directive will be give by CCT.

6.0 **Appendices**

- 6.1 Appendix A Bomb Threat Check List
- 6.2 Appendix B Command Center Team Contact List
- 6.3 Appendix C Bomb Threat Evacuation Areas

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APPENDIX "A"

BOMB THREAT CHECK LIST

REMAIN CALM **KEEP THE PERSON TALKING** **NOTE THE CONVERSATION**

Date and time received _____

Exact words used by caller _____

Questions to ask caller:

1. When is the bomb going off? _____
2. Where is the bomb? _____
3. What kind of bomb is it? _____
4. What does it look like? _____
5. Why did you place the bomb? _____
6. Who are you? _____
7. Where are you? _____

Description of Caller's voice _____

Male _____ Female _____ Young _____ Middle Age _____ Old _____

Accent _____ Impediments _____ Tone of Voice _____ Sober _____

Is voice familiar _____ Sounds Like _____

Background Noise _____

Time caller hung up _____

Remarks _____

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APPENDIX "B"

COMMAND CENTER TEAM CONTACT LIST-ALL HOURS

COMMAND CENTER TEAM

PRESIDENT

PROVOST & VP FOR ACADEMIC AFFAIRS

ASSOCIATE VP OF STUDENT AFFAIRS

VP OF ENROLLMENT MANAGEMENT

VP OF OPERATIONS

DIRECTOR SAFETY & SECURITY

VP OF FINANCE

VP OF INSTITUTIONAL ADVANCEMENT

CHIEF INFORMATION OFFICER

DIRECTOR OF HUMAN RESOURCES

DIRECTOR OF COMMUNICATIONS & PUBLIC RELATIONS

EXECUTIVE ASSISTANT TO THE PRESIDENT

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APPENDIX "C"

BOMB THREAT EVACUATION AREAS

FOUNDERS:	Grass playing field located between Dammann & Faculty Staff Housing
SPELLMAN:	Grass playing field located between Dammann & Faculty Staff Housing
DAMMANN:	Grass playing field located between Dammann & Faculty Staff Housing
TENNEY:	Grass playing field located between Dammann & Faculty Staff Housing
BROWNSON/MUSIC:	Soccer/Field Hockey playing fields near scoreboard
REID/CASTLE:	Birch Grove
KENNEDY GYM:	Birch Grove
BENZIGER:	Grass area near Purchase Street gate.
BARAT HOUSE:	Grass area near Purchase Street gate.
FACULTY STAFF: HOUSING	Grass playing field located between Dammann & Faculty Staff Housing
PHYSICAL PLANT:	Fields below buildings
LIBRARY:	Soccer/Field Hockey playing fields near scoreboard
CHAPEL:	Grass area near Purchase Street gate.
GATE HOUSE B:	Soccer/Field Hockey playing fields near scoreboard
HOUSTON/BURNETT: OLMSTEAD HOUSES	Birch Grove
PAGLI HOUSE:	Softball/Baseball Fields
DUCHESNE HOUSE:	Softball/Baseball Fields

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1.0 **Immediate Action Plan for the Security Operator**

1.1 **Hostage Situation-all Hours**

When the Security Operator receives word that a hostage situation exists, he will immediately notify the Command Center Team (CCT), and contact security personnel by either radio pager with those so equipped, or by telephone.

2.0 **Command Center Team (CCT)**

2.1 With Reid Hall (President’s Office) as the Command Center, CCT will be:

2.1.2 The focal point for the collection and analysis of all hostage information.

2.1.3 Responsible for coordination all actions and directives relating to the emergency.

2.2 **CCT Hostage Situation Evaluation Process**

In order to determine the course of action to be taken, information (intelligence) from all sources should be evaluated quickly.

2.2.1 Immediately send the Director of Safety & Security, Lead Security Officer and officers to the vicinity of the hostage area to gather information and observe existing conditions without contacting the hostage takers or hostages. All information should be reported to CCT.

2.3 **Hostage Situation Procedure**

2.3.1 Immediately notify Harrison Police (Appendix “B”). No contact shall be made with the hostage takers, as this will be the duty of the Police Department who have trained staff to deal with these sensitive emergencies.

2.3.2 If necessary, and conditions permit, evacuate other persons from the hostage area.

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- 2.3.3 If necessary the remainder of the building should be informed by prudent means that an emergency situation exists and advise that no telephone calls be made into this area.
- 2.3.4 Control points shall be established at each section and floor as required by CCT. Security personnel and other designated personnel shall restrict unauthorized movement of personnel.
- 2.3.5 The Security team at the hostage location shall isolate the area involved and prevent unauthorized personnel from entering the affected area.
- 2.3.6 The roving Security patrol shall be sent to the Main Gate and await the arrival of Off-Site assistance.
- 2.3.7 At the direction of CCT, immediately stop or divert all inbound traffic to the Campus, except for authorized Off-Site assistance.
- 2.3.8 With the arrival of Off-Site assistance at the Main Gate, the roving Security Patrol shall escort the ranking officers of such outside agencies to the Command Center for a briefing by CCT members.
- 2.3.9 The Physical Plant Department will provide as directed drawings of the building to assist Off-Site agencies as directed.
- 2.3.10 The ranking officer of the responding Off-Site assistance group shall take command and the Contract force shall assist as directed.
- 2.3.11 All personnel involved in any incident or situation shall keep its existence “confidential.”
- 2.3.12 Public Relations will respond to both public and news media inquiries at the direction of CCT.
- 2.3.13 An emergency situation shall remain in effect until an official “all clear” notification is announced by the CCT.

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3.0 **Hostage Situation Off-Hours**

3.1 The Lead Shift Security Officer, members of Residence Life and the Director Maintenance Operations shall be responsible for evaluating and initiating appropriate action. Contact will be made with members of CCT who will be apprised of actions taken.

4.0 **Appendices**

4.1 Appendix A Command Center Team Contact List All-Hours

4.2 Appendix B Off-Site Agencies Contact List

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APPENDIX "A"

COMMAND CENTER TEAM CONTACT LIST-ALL HOURS

COMMAND CENTER TEAM

PRESIDENT

PROVOST & VP FOR ACADEMIC AFFAIRS

ASSOCIATE VP OF STUDENT AFFAIRS

VP OF ENROLLMENT MANAGEMENT

VP OF OPERATIONS

DIRECTOR SAFETY & SECURITY

DIRECTOR OF ACADEMIC & ADMIN TECHNOLOGY

VP OF FINANCE

VP OF INSTITUTIONAL ADVANCEMENT

CHIEF INFORMATION OFFICER

DIRECTOR OF HUMAN RESOURCES

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APPENDIX "B"

OFF-SITE AGENCIES – CONTACT LIST

NEW YORK

STATE POLICE-----	(914) 279-6161
NEW YORK CITY BRIDGE & ROAD CONDITIONS-----	(914) 976-1234
NEW YORK STATE THRUWAY ROAD CONDITION-----	(914) 631-6100
TACONIC STATE PARKWAY-----	(914) 528-8000
SAW MILL PARKWAY-----	(914) 769-3100
WESTCHESTER COUNTY AIRPORT OPERATIONS-----	(914) 946-9000

HARRISON

POLICE DEPARTMENT-----	911
POLICE MAIN NUMBER-----	(914) 967-5110
POLICE CHIEF-----	(914) 967-0739
FIRE DEPARTMENT-----	911
FIRE MAIN NUMBER-----	(914) 253-9044

VALHALLA/WHITE PLAINS

WESTCHESTER MEDICAL CENTER-----	(914) 493-7000
WHITE PLAINS HOSPITAL-----	(914) 681-0600

CONNECTICUT

STATE POLICE-----	(860) 566-4240
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NEW JERSEY

STATE POLICE-----	(201) 785-9412
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U.S. GOVERNMENT

FBI (TO BE CALLED BY CCT ONLY)-----	(914) 576-3300
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1.0 **Procedure for Responding To A Medical Emergencies**

1.1 **Normal Work Hours**

1.1.1 If a medical emergency occurs, the “First Responder” on the scene will make a quick assessment, and where possible have any bystander call the Health Center at Ext. 5245, or Security at Ext. 888 and give the following information:

Location: building, floor, room number or area

Extension number of person calling

Nature of emergency

Number of persons needing help; and remain on line to give additional information.

1.1.2 Until the Health Department Staff arrives, first aid if needed should be given by those trained and qualified. If there are no qualified persons to give aid then the patient should be made as comfortable as possible. If possible, question the patient and any bystanders for information to pass on to the Health Department and Security.

1.1.3 Security personnel will assist Medical personnel by controlling bystanders and moving the patient to an emergency vehicle if required.

NOTE: The request for an ambulance should be made only by the Health Department during normal working hours unless the Health Department requests the assistance of the Security Operator.

1.2 **Transportation Procedure-Normal Working Hours**

1.2.1 When an ambulance is called the Health Department will notify security:

1) Whether it’s a routine ambulance request or a life-threatening emergency; and

2) The site location to which the ambulance should be sent.

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- 1.3 For minor injuries, patients will be evaluated at the scene and according to the nature of the illness or injury, will be assisted or transported to the Health Department. If the patient requires transportation to the hospital, the Health Center will call for an ambulance, which will be escorted by Security to the requested location.
- 1.4 For **life-threatening** medical emergencies, minimize unnecessary movement of the patient. The Health Department will call for an ambulance, which will be escorted by Security to the requested location.
- 2.0 **OFF-HOURS (includes scheduled holidays and weekends)**
 - 2.1 If a medical emergency occurs during off-hours, the Security emergency ext. 888 should be called. A Security Officer will go immediately to the emergency location, assess the emergency, and call for an ambulance. If an emergency occurs in the Resident Hall the Resident Director or his/her designee shall be responsible for handling the emergency with the assistance of security.
- 3.0 **Command Center Team Contact All Hours**
 - 3.1 Security will notify the CCT as appropriate all hours concerning any medical emergency, and will advise of action taken.
- 4.0 **Appendices**
 - Appendix A Command Center Team Contact List
 - Appendix B Off-Site Agencies Contact List

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APPENDIX "A"

COMMAND CENTER TEAM CONTACT LIST-ALL HOURS

COMMAND CENTER TEAM

PRESIDENT

PROVOST & VP FOR ACADEMIC AFFAIRS

ASSOCIATE VP OF STUDENT AFFAIRS

VP OF ENROLLMENT MANAGEMENT

VP OF OPERATIONS

DIRECTOR OF SAFETY & SECURITY

DIRECTOR OF ACADEMIC & ADMIN TECHNOLOGY

VP OF FINANCE

VP OF INSTITUTIONAL ADVANCEMENT

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OFF-SITE AGENCIES – CONTACT LIST

NEW YORK

STATE POLICE-----	(914) 279-6161
NEW YORK CITY BRIDGE & ROAD CONDITIONS-----	(914) 976-1234
NEW YORK STATE THRUWAY ROAD CONDITION-----	(914) 631-6100
TACONIC STATE PARKWAY-----	(914) 528-8000
SAW MILL PARKWAY-----	(914) 769-3100
WESTCHESTER COUNTY AIRPORT OPERATIONS-----	(914) 946-9000

HARRISON

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VALHALLA/WHITE PLAINS

WESTCHESTER MEDICAL CENTER-----	(914) 493-7000
WHITE PLAINS HOSPITAL-----	(914) 681-0600

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1.0 **Purpose**

To limit occupational exposure to blood and other potentially infectious materials since any exposure could result in transmission of blood-borne pathogens, which could lead to disease or death.

1.1 **Scope**

1.1.1 Covers all employees who could be “reasonably anticipated” as the result of performing their job duties to face contact with blood and other potentially infectious materials. Infectious materials include: semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva and dental procedures, any body fluid visibly contaminated with blood and all body fluids in situations where it is difficult or impossible to differentiate between body fluids.

1.1.2 The exposure control plan is available to all employees at all times. A copy of the plan will be available in:

1. Health Center
2. Director of Residence Life Office
3. Maintenance
4. Trainer’s Office
5. Dean of Students Office
6. Human Resources
7. Pavilion
8. Healthworks
9. Director of Security

2.0 **Exposure Control Plan**

2.1 At Risk Employees

I. At Risk at ALL Times

- Nursing Staff

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II. At Risk at Some of the Time

- RD's and RA's
- Athletic Trainers
- Maintenance
- Housekeeping
- Healthworks Supervisor

2.2 **Tasks and Procedures with Occupational Exposure**

Nurses:

- giving injections
- administering medications
- obtaining laboratory specimens
- taking temperatures oral/rectal
- cleaning/dressing wounds
- giving emergency first aid

Housekeeping:

- cleaning equipment and working surfaces

RD's/RA's – Athletic Trainers and Healthworks Employees:

- administering and/or assisting with emergency first aid

Standard Implementation:

- May 1993 - Mandatory Training
- May 1993 - Exposure Control Plan and Manual Complete
- Post exposure follow-up complete
- Record keeping procedures established
- Hepatitis B vaccine

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2.2 **Methods of Compliance**

Universal precautions shall be observed to prevent contact with blood or other potentially infectious materials.

The underlying assumption of universal precautions as defined by the Center for Disease Control is that protective barriers can be expected to reduce the risk of exposure to both blood and body fluids containing blood.

Potentially infectious materials include blood, semen, vaginal secretions, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, and any body fluid that is visible contaminated with blood and all body fluid in situations where it is difficult or impossible to differentiate between body fluids.

2.4 **Engineering and Work Practice Controls**

Hand washing with soap and water is mandatory.
Hands should be washed:

- before and after every procedure
- between patient examinations or treatments
- before and after personal toilet use
- after removal of gloves or other personal protective equipment
- immediately following contact with blood or other potentially infectious material

Mucous membrane exposure to blood or other potentially infectious material should be immediately treated by flushing of the membrane with copious amounts of clear water for 15 minutes. Eye exposure should be treated by flushing with clear water at eye station located in the following locations or other eye wash stations.

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2.4.1 **Personal Protective Equipment**

The following personal protective equipment is provided by the student Health Center or Athletic Department for Athletic Department employees:

- Cover gowns
- Lab coats
- Goggles
- Masks
- Gloves
- Mouth to mouth resuscitation devices

Appropriate personal protective equipment must always be used where indicated to prevent exposure to blood or other potentially infectious material. Each employee will be trained in the use of this equipment in Part One of the mandatory training program. After use and removal of protective equipment, equipment should be placed in the appropriate designated container for disposal.

Gowns and goggles should be work whenever performing a procedure which might involve splashing of blood or potentially infectious body fluids. Contaminated gowns should be removed immediately following completion of the procedure and placed in a red bag along with any other contaminated material. Contaminated goggles or glasses should be decontaminated with a 10% bleach solution along with other protective reusable equipment.

Gloves should be worn when obtaining specimens of blood or potentially infectious material and when it can be reasonably expect that the staff member may have had contact with blood, other potentially infectious materials, mucous membranes, and non-intact skin; or when handling or touching contaminated items or surfaces. Gloves will be removed immediately following each procedure and will be disposed of in the appropriate container. Hands will be washed with soap and water.

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Specimens of blood or other potentially infectious material should be placed in a container that prevents leakage during collection, handling, storage, transport, or shipping. If the specimen container is contaminated, it shall be placed in a plastic bag labeled with a biohazard symbol. All procedures should be performed in such a manner as to minimize splashing or spraying of blood or other potentially infectious material and appropriate personal protective equipment should be utilized.

Regulated waste should be disposed of in an impermeable red bag or in a biohazard red sharp container. Regulated waste means liquid or semi-liquid blood or other potentially infectious materials in a liquid or semi-liquid state if compressed; items that are caked with dried blood or other potentially infectious materials and are capable of releasing these materials during handling; contaminated sharps; and pathological and microbiological wastes containing blood or other potentially infectious materials.

Contaminated needles and sharps should be disposed of at the site of use. Needles should not be re-capped, removed from syringes, broken, bent, or manipulated in any way. Contaminated needles, sharps, tubes of blood and any other contaminated breakable container or device should be disposed of in a puncture resistant, red, covered, leak proof container designated specifically for this purpose. Non-breakable, contaminated disposable articles should be discarded into a leak proof red bag. All biohazard containers and bags will be closed prior to removal for handling and transport. If the container is visibly contaminated it should be bagged into a second container which meets the same requirements as a primary container. Every exam room, lab and treatment room will have such containers in it. Every exam room, lab and treatment room will have such containers in it. Sharp containers will be examined once every day by a nurse and replaced if full. Red bags will be replaced as needed by the Health Center staff.

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2.4.2 **Housekeeping**

The worksite will be maintained in a neat, clean and sanitary manner. All equipment and environmental and working surfaces shall be cleaned and decontaminated with a 10% bleach solution after contact with blood or other potentially infectious materials. In the event of a spill, large quantities of blood or other potentially infectious material should first be cleaned up with paper towels and the towels discarded into “red bag” trash.

2.4.3 **Routine Cleaning**

Examining Room Floors – should be mopped daily with a disinfectant solution in an open bucket.

Exam Tables and Work Surfaces – should be cleaned at the end of any procedure involving potential contamination and at the beginning of each workday with a 10% bleach solution. The diluted bleach solution in cleaning bottles needs to be changed every 2 days.

Written schedule for maintenance – staff member who prepares bleach solution and cleans work areas will sign that these procedures have been done, and the date.

2.5 **Hepatitis B Vaccination**

Hepatitis B vaccination is available during work hours, free of charge, to all employees in jobs identified as being at risk for occupational exposure. Any employee may decline the immunization, but must sign a declaration form. Employees must sign either the consent to administer form or the declination form.

At any time in the future that a booster dose becomes recommended, the booster will also be offered free of charge.

Any employee who originally declined the Hepatitis B vaccine is free to change his or her mind and the vaccine will be available free of charge at that time.

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2.6 **Post Exposure Evaluation and Follow Up**

The Student Health Service will provide confidential post-exposure evaluation, treatment and follow-up for all employees when exposed to blood or other potentially infectious material occurs during the performance of the employee’s job duties. This service will be provided at no cost to the employee. The affected employee will be referred to the Student Health Service physicians (Rye Medical Group) for this evaluation, either in the Student Health Center, Rye Medical Group private office or emergency room.

An exposure incident is defined as:

“a specific eye, mouth or other mucous membrane, no-intact skin or parenteral contact with blood or other potentially infectious materials that results from the performance of an employee’s duties.”

Procedure to follow when an exposure incident occurs:

1. Immediately administer appropriate procedure for the following:

Skin – if wound, allow to bleed freely, wash with soap and water and apply antiseptic.

Eye, Nose – flush with copious amounts of cold water at eye wash station for 15 minutes.

Mouth – flush thoroughly with cold water, rinse with antiseptic mouthwash solution located at eye wash station.
2. Complete post-exposure checklist and incident form and file with nurse director – see Appendix D
3. Schedule confidential medical evaluation and follow up with Student Health Service medical doctor. Evaluation will include treatment of any injury which may have been sustained, review of post-exposure check list and incident form to insure that all required information has been recorded, identification and HIV/Hepatitis testing of the source individual whenever possible, counseling for the affected employee, baseline blood collection and/or testing when desired, Hepatitis B vaccine or booster when indicated and other treatment as necessary.

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2.7 **Report Filed with Nurse Director**

The designated health care providers responsibilities include:

1. Review of all documentation and history providing.
2. Contact of the source individual if identified. Counsel source individual and request permission to test for HIV and HBV. If consent is given, the source individual should be referred to a certified HIV testing counselor (Rye Medical Group for further pre and post-test counseling and the actual testing. The consent should include permission to release the results to the exposed employee, the college medical doctor and nurse director.
3. Treatment and counseling of the exposed employee.
4. Provision of a written statement to the employee and the nurse director written within 15 days of the evaluation appointment. The written statement will be limits to the following information:
 - whether Hepatitis B vaccine is indicated for the employee and whether the employee has received such vaccination
 - that the employee has been informed of the results of the evaluation if source individual grants permission
 - that the employee has been told about any medical conditions resulting from exposure to blood or other potentially infectious materials which require further evaluation or treatment

All other findings or diagnosis should remain confidential and shall not be included in the written report.

2.8 **Review of Incident Reports**

Post Exposure Incident Reports will be filed with the Nurse Director and reviewed monthly by the Infection Control Committee.

The Committee, composed of Health Center nurses, will recommend to the Nurse Director any corrective action or procedural change which may be initiated to prevent similar exposure incidents in the future.

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2.9 **Communications of Hazards to Staff**

Communication of blood-borne hazards will generally be accomplished by the use of either red bags or the biohazard symbol affixed to containers. Contaminated disposables will also be bagged in red trash bags. Sharps and other disposables, which are not appropriate for plastic bags will be placed in sharp containers, which are either red or are labeled with the biohazard symbol. Refrigerators and incubators will be labeled with the biohazard symbol. Refrigerators and incubators will be labeled with the biohazard symbol as will all containers for the transport of potentially infectious lab specimens.

3.0 **Training**

All employees will attend a mandatory education and training program of blood-borne pathogens. New employees will attend the training program at the time of initial employment. The training will be completed on work time, at the Student Health Center Service and at no charge to the employee. The content and education methods utilized are outline in Appendices E and F.

4.0 **Compliance Monitoring and Record Keeping**

4.1 **Compliance:** It is the responsibility of each employee to adhere to the procedures set forth in this manual. It is the responsibility of the Nurse Director to ensure compliance with recommended practices. Supervisors will do random, spot check observations of staff as they perform their duties. Non-compliance will be noted in the employee's personnel file. Two events of non-compliance will necessitate re-training with review of the manual and the training program. Repeated non-compliance will be addressed using the College's Disciplinary Action procedures, if necessary. Failure to properly check the sharps containers will also initiate the corrective procedures, if necessary. Failure to properly check the sharps containers will also initiate the corrective procedures listed above.

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- 4.2 **Record Keeping:** All records will be maintained by the Nurse Director in a confidential, locked file for a period of the employee’s employment plus thirty years. The records will not be disclosed or reported without the employee’s express written consent, except as required by law. The records shall be made available upon request to the Assistant Secretary of Labor for Occupational Safety and Health and the Director of the National Institute for Occupational Safety and Health (NIOSH) for examination and copying. In addition, all records shall be made available to the affected employee upon his/her request.

Training records will be kept for a three year period and will include: the dates of the training sessions, the name of the standardized program present, the names and job titles of all person attending.

Post-exposure records shall include the name and social security number of the employee; notation of the employee’s HBV vaccination status; including the date of immunization and medical records related to the ability to receive the vaccination; results of all examinations, testing, and follow up procedures; a copy of the Primary Care Provider’s written opinion as provided to the employee, and a copy of the required information which was provided to the Primary Care Provider.

Immunization records including the name and social security number of each employee, consent or declination forms, documentation of vaccine administration, and documentation of antibody screening with test results shall be maintained by the Nurse Director and retained for the duration of the employee’s employment plus thirty years.

5.0 **Appendices**

Appendix A – Command Center Team (CCT) – contact list by radio pager and home telephone number – all hours

Appendix B – Off-Site Agencies Contact List

Appendix C – Glossary of Terms

Appendix D – Post-Exposure Checklist and Incident Report

Appendix E – Training Part I

Appendix F – Training Part II

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APPENDIX "A"

COMMAND CENTER TEAM CONTACT LIST-ALL HOURS

COMMAND CENTER TEAM

PRESIDENT

PROVOST & VP OF ACADEMIC AFFAIRS

ASSOCIATE VP OF STUDENT AFFAIRS

VP OF ENROLLMENT MANAGEMENT

VP OF OPERATIONS

DIRECTOR OF SAFETY & SECURITY

DIRECTOR OF ACADEMIC & ADMIN TECHNOLOGY

VP OF FINANCE

VP OF INSTITUTIONAL ADVANCEMENT

CHIEF INFORMATION OFFICER

DIRECTOR OF HUMAN RESOURCES

DIRECTOR OF COMMUNICATIONS AND PUBLIC SAFETY

EXECUTIVE ASSISTANT TO THE PRESIDENT

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APPENDIX "B"

OFF-SITE AGENCIES – CONTACT LIST

NEW YORK

STATE POLICE----- (914) 279-6161
NEW YORK CITY BRIDGE & ROAD CONDITIONS----- (914) 976-1234
NEW YORK STATE THRUWAY ROAD CONDITION----- (914) 631-6100
TACONIC STATE PARKWAY----- (914) 528-8000
SAW MILL PARKWAY----- (914) 769-3100
WESTCHESTER COUNTY AIRPORT OPERATIONS----- (914) 946-9000

HARRISON

POLICE DEPARTMENT----- 911
POLICE MAIN NUMBER----- (914) 967-5110
POLICE CHIEF----- (914) 967-0739
FIRE DEPARTMENT----- 911
FIRE MAIN NUMBER----- (914) 253-9044

VALHALLA/WHITE PLAINS

WESTCHESTER MEDICAL CENTER----- (914) 493-7000
WHITE PLAINS HOSPITAL----- (914) 681-0600

CONNECTICUT

STATE POLICE----- (860) 566-4240

NEW JERSEY

STATE POLICE----- (201) 785-9412

U.S. GOVERNMENT

FBI (TO BE CALLED BY CCT ONLY)----- (914) 576-3300

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APPENDIX C

AIDS	Acquired Immune Deficiency Syndrome. Disorder caused when HIV damages the immune system, leaving the person open to kinds of infections that other people rarely get or fight off easily.
Blood-borne	Viruses or diseases spread by contact with blood.
Carrier	A person who can spread HIV or HBV.
CDC	See Centers for Disease Control
Centers for Disease Control (CDC)	The U.S. agency that tracks the spread of diseases. It developed Universal Precautions for controlling HBV and HIV in the workplace. It is a part of the U.S. Department of Health and Human Services.
Chronic	Lasting a long time; refers to a disease showing little change or of a slow progression.
Contaminate	To make impure or dirty.
Exposure	Contact with blood, body fluids or tissue in a way that could allow the Hepatitis B virus or the virus that causes AIDS to get into the body.
Germicide	A material that is used to kill germs.
HBV	See Hepatitis B virus.
Hepatitis B	Inflammation of the liver caused by the Hepatitis B virus. Sever acute Hepatitis B or chronic active Hepatitis can be deadly.
HIV	See Human Immunodeficiency Virus
Human Immunodeficiency Virus (HIV)	Virus that causes AIDS.
Hyper-immune Globulin	Substance that helps the body fight off HBV infection.

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Infection	Capable of transmitting infection.
Jaundice	Yellowing of the skin and eyes which may be caused by the Hepatitis B virus.
Mucous Membrane	The tissue that lines the eyes, nose and mouth.
Modes of Transmission	The ways that infections are spread from one person to another.
Occupational Safety and Health Administration (OSHA)	U.S. government agency that develops and enforces standards for workplace safety and health. It is a part of the U.S. Department of Labor.
OSHA	See Occupational Safety and Health Administration.
Personal Protective Equipment	Equipment that workers wear as a barrier against transmission of infection. Includes protective gloves, gowns, masks, goggles, face shields, and resuscitation equipment.
Sharp Instruments	Needles, instruments, and other objects sharp enough to puncture or cut human skin.
Universal Precautions	Guidelines for preventing exposure to HIV and HBV at work. They are based on the concept that the body fluids from any patient could be infectious and precautions should be taken with all patients.
Vaccine	Agent given for the purpose of establishing resistance to an infectious disease, such as Hepatitis B.

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APPENDIX D

Post-Exposure Checklist and Incident Report

Employee Name _____ SS# _____

Job Title _____ Incident Date _____

Complete description of exposure incident, including time, equipment involved, other employees, route of exposure, identification of source, employee duties as they relate to the incident, and witnesses.

Dates of HBV immunization _____, _____, _____

Dates of HBV tier _____ Date of last tetanus _____

Initial and date the following items when completed.

- _____ 1. Immediate first aid and washing of area.
- _____ 2. Verbally report incident to Nurse Director or Medical director in the absence of the Nurse Director.
- _____ 3. Read "Post-Exposure Evaluation and Follow-Up" policy.
- _____ 4. Complete the top section of this report, file a preliminary copy with the Nurse Director.
- _____ 5. Complete a Manhattanville College Incident Report.
- _____ 6. Make arrangements to be evaluated and treated by one of the Student Health Services' physicians. This should be completed the same day as the exposure incident whenever possible, but not later than the next workday. Bring the original copy of this form to the appointment with the primary care provider.
- _____ 7. If source identified, contacted by Primary Care Provider and testing for HBV and HIV requested.
- _____ 8. Source test or refusal to consent documented.

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- _____ 9. Employee counseled and tested for HBV and/or HIV if desired. If employee does not require testing, they may consent to drawing of a baseline blood sample, which must be preserved for at least 90 days.
- _____ 10. Hepatitis B immunizations administered if indicated.
- _____ 11. Written opinion of the Primary Care Provider available to the exposed employee and the Nurse Director within 15 days of the evaluation appointment.
- _____ 12. Records transferred to private health care provider if requested by employee.
- _____ 13. Final Post-Exposure Checklist and Incident

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APPENDIX E

Occupational Safety and Health Administration
Blood-borne Pathogens Standard – CFR 1910.1030
Mandatory Training
Part I

Learning Methods:	Videos:	- Universal Precautions - Preventing Hepatitis B: The Vaccination Decision
	Readings:	- OSHA Blood-borne Pathogens Standards - Blood-borne Facts: Hepatitis B Vaccination – Protection for You - Hepatitis B Vaccination consent and declination forms: Questions and Answers

Learning Objectives:

1. Understand and summarize the significant elements of the Blood-borne Pathogen Standard.
2. Describe the magnitude of the blood-borne disease problem for health care workers, including the prevalence and incidence, mode of transmission, and symptoms and compliance of Hepatitis B and HIV infection.
3. Describe universal blood and body fluid precautions.
4. List which body fluids are and are not included in those considered to be potential infectants.
5. Utilize proper hand washing technique.
6. Describe required protective attire, workplace practices, engineering controls, and the indications and procedure for use of each.
7. Describe the proper disposal procedure for contaminated objects, including needles, sharps, equipment, and linen.
8. Describe the Hepatitis B vaccine, including its efficiency, safety, benefits of vaccine, and side effects.
9. Describe current vaccination protocols four routine immunization and post exposure treatment.
10. Explain the process for obtaining/rejecting the free vaccine and antibody screening at Manhattanville College Student Health Service.

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APPENDIX F

Occupational Safety and Health Administration
Blood-borne Pathogens Standard – CFR 1910.1030
Mandatory Training
Part 2

Learning Methods: Lecture
 Reading
 Questions and Answers

Learning Objectives:

12. Describe the Student Health Service Exposure Control Plan.
2. State the location of the exposure Control Plan.
3. List the types of protective equipment available at the Student Health Service and state the location(s) of each.
4. Describe the post-exposure procedure to be implemented in the event of an exposure to blood or other potentially infectious material.

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What is the Difference Between a Chemical, Biological, or Radiological Event?

1.0 Chemical, biological, and radiological material as well as industrial agents can be dispersed in the air we breath, the water we drink, or on surfaces we physically contact. Dispersion methods may be as simple as placing a container in a heavily used area, opening a container, using conventional (garden)/commercial spray devices, or as elaborate as detonating an improvised explosive device.

Chemical incidents are characterized by the rapid onset of medical symptoms (minutes to hours) and easily observed signatures (colored residue, dead foliage, pungent odor, and dead insect and animal life).

In the case of a biological incident, the onset of symptoms requires days to weeks and there typically will be no characteristic signatures. Because of the delayed onset of symptoms in a biological incident, the area affected may be greater due to the migration of infected individuals.

In the case of a radiological incident, the onset of symptoms requires days to weeks and there typically will be no characteristic signatures. Radiological materials are not recognizable by the senses, and are colorless and odorless.

Personal Safety Considerations

When approaching a scene that may involve chemical, biological, or radiological materials the most critical consideration is the safety of oneself and other responders. Be cognizant that the presence and identification of hazardous agents may not be immediately verifiable, especially in the case of biological and radiological agents. The following actions/measures to be considered by first responders are applicable to either a chemical, biological, or radiological incident. The guidance is general in nature, not all encompassing and its applicability should be evaluated on a case-by-case basis by the responders.

Actions To Be Considered:

1. If inside and the incident is inside, evacuate while minimizing passage through the contaminated area, keep windows and doors not used closed.
2. If inside and the incident is outside, stay inside. Turn off air conditioning, seal windows and doors with plastic tape.

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Actions To Be Considered (Con't)

3. When clear of the area or adequately protected call specialized expertise if a CBR event is suspected.
4. Report information compiled to the appropriate authorities.

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2.0 Biological threats to the college include those by air, water or food, and could include some or all of the following:

<u>Type of Emergency</u>	<u>Description</u>
Chemical Spill	Any type of chemical spilled that may be a life safety problem.
Food Contamination	Any life-threatening emergency relating to food (see Appendix D relating to food handling).
Nuclear Attack	A Civil Defense emergency
Poison	Any condition that involves poisonous materials accessible to personnel on campus.
Radiation Release	Any radioactive release into the air, land or water.
Disease	Disease that is widely contagious or has potential to cause plague (see Appendix D).

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3.0 Declaration of Emergency

The administrative head (president) will be responsible for the initial declaration of a college emergency, as well as the end of the emergency. After the emergency is declared the Command Center team is responsible for directing emergency operations as directed and shall activate the emergency preparedness plan.

Magnitude of Emergency Condition

<u>Level of Emergency</u>	<u>Description</u>
A. Watch	Signs of impending problem.
B. Warning	Problem is imminent – get ready.
C. Mobilize	Begin to operate according to appropriate plan.
D. Action	Execute under full-scale emergency operation.
E. Operation	Continue execution.
F. Hold	Stop execution pending further instructions
E. Demobilize	Return to normal operations.

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4.0 Water Safety

The water supply is provided by the Towns/Villages of Harrison, NY. The college also has a well, which is used for the watering of the fields. The shut off service for the main is located on the right of the purchase St. gate along the stone wall. The campus has a contract with Deer Park water (see contact page).

In the event of a working or water scare, the following should take place. All water service to the school should be turned off. The water main is one option, the second is to with a water key go to each building and turn them off individually. The key to do that is currently located in the plumbing shop. There are individual mains (curb boxes) where individual buildings can be turned off without having to shut down the whole campus. From the curb box the water then goes into the various mechanical rooms where again the water can be turned off at the risers.

At this point once the water is turned off an emergency warning needs to go out informing all residents not to drink and or bath etc, until further notice. Once that determination is made the emergency supply needs to go into effect. Depending on the warning Chartwells will need to remove all water based foods, juices, coffees, soups etc, that were made prior to the advisory. These should become immediately unavailable.

It will then become necessary to have available the necessary items, in the event we are unable to gain access to what we may need. Deer Park is our contact and we have made arrangements for delivery of bulk water if necessary.

When the school has been given clearance to continue the use of water from our main source we will do so. If it has been determined that our pipers etc, are operational and not contaminated we will resume use. If it is determined that a possibility exists of contamination, we will then contact the Westchester County Health Dept.

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5.0 Food Safety

There has been no information provided on a National, State, or Local level, which provides a set way for the protection of food from outside tampering. Flik the contracted food service has protocol in place for the service/distribution of food and beverage on campus. There are no specific procedures in place other than the NYS Health Dept. for the protection of the food from outside tampering.

All deliveries from vendors are screened at the gate and then permitted on to Benziger. The deliveries are received by a Chartwells representative and are then distributed to the appropriate areas. Cold storage, dry goods etc...

Chartwells inspects their own food for any obvious tampering and discards anything, which may appear suspicious.

See Appendix C for Food Handling Procedures

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6.0 Stages of Emergency Warning for Toxic Gas or Other Emission

In the unlikely event that there is a sudden unexpected release of toxic gas or other potentially dangerous emission airborne, individuals will be directed by emergency personnel into the nearest building to begin the first stage of the warning alert.

First Stage – Warning Alert

1. People are to go inside, close windows and doors. Emergency personnel will shut down air conditioners and other ventilation equipment. No smoking will be allowed inside buildings. Tune radio/tv's to local station. If an alert is sounded during sleeping hours, security and residence life staff will awaken students with instructions.

Second Stage – Shelter in Place

1. In the event that evacuation is not necessary or feasible, personnel will be directed to remain indoors until the hazardous condition has been eliminated.

Third State – Prepare to Evacuate

1. The third stage warning alert will be broadcast by outside agencies that preparations for evacuation are to be made.
2. People should gather any needed items if possible, such as medications and clothing, await further instructions.

Fourth Stage – Evacuation

1. The evacuation order will be issued by outside agencies. Emergency personnel will direct people to proceed to automobiles in preparation for evacuation. Cars will be loaded to seating capacity and directed off campus via the rear gate away from the hazardous areas.

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APPENDIX "A"

COMMAND CENTER TEAM CONTACT LIST-ALL HOURS

COMMAND CENTER TEAM

PRESIDENT

PROVOST & VP FOR ACADEMIC AFFAIRS

ASSOCIATE VP STUDENT AFFAIRS

VP OF ENROLLMENT MANAGEMENT

VP OF OPERATIONS

DIRECTOR OF SAFETY & SECURITY

DIRECTOR OF ACADEMIC & ADMIN TECHNOLOGY

VP OF FINANCE

VP OF INSTITUTIONAL ADVANCEMENT

CHIEF INFORMATION OFFICER

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APPENDIX "B"

EMERGENCY PHONE NUMBERS

A-1 Communication (Carl Grabala)		(914) 485-3335
American Red Cross		(914) 946-6500
Fire Marshall Steve Surface		(914) 835-2000
Harrison Volunteer Ambulance Core (HVAC)	Emergency	(914) 967-5111
*Harrison Emergency Medical Services (HEMS)	Non-Emergency #	(914) 921-0100
Harrison Police Department Captain Anthony Marraccini		(914) 967-8150
Hospitals	St. Agnes United	(914) 681-4500 (914) 939-7000
Dr. Robert Leviton Chairman of Emergency Med. United ER		(914) 934-3050
Poison Control Center (Phelps Memorial Hospital-White Plains)	General	(914) 366-3030 1-800-336-6997
Police Dept.		(914) 967-5110
Sanitation Dept. (Harrison)		(914) 835-2000
WCPD Special Operations (Lt. Don McArthur)		(914) 741-4349
Westchester County Health Department	General Administration	(914) 813-5000 (914) 813-5100
Westchester Dept. of Public Safety		(914) 741-4410
Westchester Water Works		(914) 698-3500
White Plains Bus co. (Steve Lennox/John Sylvani)	Phone Fax	(914) 328-1400 (914) 328-0402

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APPENDIX “C”

REVIEW OF FOOD HANDLING PROCEDURES

- Carefully inspect **ALL** deliveries, any suspicious boxes or packages should not be accepted. Any product found to have a foreign or suspicious substance, should be isolated immediately. Contact building security, local law enforcement and your HQ Supervisor immediately.
- All food preparation areas must have a sanitation bucket with Mikro-Chlor at a concentration of 200 ppm. Sanitize all work areas often and between each task. Monitor the concentration of the sanitizer and change as needed. Mikro-chlor/chlorine is an effective sanitizer against the anthrax bacteria.

1 ½ oz. Of Mikro-Chlor to 2 Gallons of Room Temperature Water.
- Hand washing and proper usage of gloves are imperative. All food handlers are to wear foodservice gloves when handling any food item. Gloves are to be changed in between each task and hands should be washed with soap and water frequently.
- Cook foods to proper temperatures and record on Production Records throughout service. Please adhere to the specifications below as a minimum standard for hot foods.

Poultry: 165 F
Ground Beef Preparations: 155 F
Pork: 150 F
Roast Beef: 130 F
Shell Eggs or Foods Containing Shell Eggs: 145 F
All Other Hot Food: 145 F
- Bacteria multiply at a rapid rate between 41-145 F. Keep foods at 41 F or below or hold above 145 F while in storage, preparation or service. If foods must be exposed to temperatures in the danger zone, the exposure time should not exceed 2 hours and **NEVER** during preparation.

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APPENDIX “D”

INDICATORS OF A POSSIBLE CHEMICAL INCIDENT

Dead animals/bird/fish	Not just an occasional road kill, but numerous (wild and domestic, small and large), birds and fish in the same area.
Lack of insect life	If normal insect activity (ground, air and/or water) is missing, then check the ground/water surface/shore line for dead insects. If near water, check for dead fish/aquatic birds.
Physical Symptoms	Numerous individuals experiencing unexplained water-like blisters, wheals (like bee stings), pinpointed pupils, choking, respiratory ailments and/or rashes.
Mass casualties	Numerous individuals exhibiting unexplained serious health problems ranging from nausea to disorientation to difficulty in breathing to convulsions to death.
Definite pattern of casualties	Casualties distributed in a pattern that may be associated with possible agent dissemination methods.
Illness associated with confined geographic area	Lower attack rates for people working indoors versus outdoors, or outdoors versus indoors.
Unusual liquid droplets	Numerous surfaces exhibit oily droplets/film; numerous water surfaces have an oily film. (No recent rain)
Areas that look different in appearances	Not just a patch of dead weeds, but trees, shrubs, bushes, food crops, and/or lawns that are dead, discolored, or withered. (No current drought)
Unexplained odors	Smells may range from fruity to flowery to sharp/pungent to garlic/horseradish-like to bitter almonds/peach kernels to new mown hay. It is important to note that the particular odor is completely out of character with its surroundings.
Low-lying clouds	Low-lying cloud/fog-like condition that is not explained by its surroundings.
Unusual metal debris	Unexplained bomb/munitions-like material, especially if it contains a liquid. (No recent rain)

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APPENDIX “E”

INDICATORS OF A POSSIBLE BIOLOGICAL & RADIOLOGICAL INCIDENT

Any number of symptoms may occur. As a first responder, strong consideration should be given to calling local hospitals to see if additional casualties with similar symptoms have been observed. Casualties may occur hours to days to weeks after an incident has occurred. The time required before symptoms are observed is dependent on the agent used and the dose received. Additional symptoms likely to occur include unexplained gastrointestinal illnesses and upper respiratory problems similar to flu/colds.

- | | |
|---|---|
| Unscheduled and unusual spray being disseminated | Especially if outdoors during periods of darkness |
| Abandoned spray devices | Devices will have no distinct odors. |

INDICATORS OF A POSSIBLE RADIOLOGICAL INCIDENT

- | | |
|---|--|
| Unusual numbers of, sick or dying people or animals. | As a first responder, strong consideration should be given to calling local hospitals to see if additional casualties with similar symptoms have been observed. Casualties may occur hours to days or weeks after an incident has occurred. The time required before symptoms are observed is dependent on the radioactive material used and the dose received. Additional symptoms include skin reddening and in sever cases, vomiting. |
| Unusual metal debris | Unexplained bomb/munitions-like material |
| Radiation symbols | Containers may display a radiation symbol |
| Heat Emitting Material | Material that seems to emit heat without any sign of a external heating source. |
| Glowing material/particles | If the material is strongly radioactive, then it may emit a radio luminescence. |

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1.0 **Immediate Action Plan for the Security Operator**

1.1 **Active Shooter-all Hours**

When the Security Operator receives word that an Active Shooting situation exists, he will immediately notify the Command Center Team (CCT), and contact security personnel by either radio, or those so equipped by NEXTEL, or by telephone.

2.0 **Command Center Team (CCT)**

2.1 With Reid Hall (President’s Office) as the Command Center, CCT will be:

2.1.1 The focal point for the collection and analysis of all Active Shooter information.

2.1.2 Responsible for coordination all actions and directives relating to the emergency.

2.2 **CCT Active Shooter Situation Evaluation Process**

In order to determine the course of action to be taken, information (intelligence) from all sources should be evaluated quickly.

2.2.1 Immediately send the Director of Safety & Security, and any additional Security Officers to the vicinity of the Active Shooter area to gather information and observe existing conditions without contacting the Active Shooter. All information should be reported to CCT.

2.3 **Active Shooter Public Response**

2.3.1 If possible to do so safely, exit the building immediately when you become aware of an incident, moving away from the immediate path of danger, and take the following steps:

1. Notify anyone you may encounter to exit the building immediately.
2. Report to your building assembly area. Locations are identified on the back of the Campus Safety Brochure.
3. Notify the Manhattanville Campus Safety Department by dialing 888 from a campus phone or 914-323-5244 from any phone
4. Give the Desk Sergeant the following information
 - a. Your name
 - b. Location of the incident (be specific as possible)
 - c. Number of shooters (if known)

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- 2.3.2
 - d. Number of persons who may be involved
 - f. Your location

- 2.3.3 If you directly involved and exiting the building is not possible, the following actions are Recommended:
 - 1. Go to the nearest room or office.
 - 2. Close and lock the door.
 - 3. Cover the door windows.
 - 4. Keep quiet and act as if there is no one in the room.
 - 5. DO NOT answer the door.
 - 6. Notify the Manhattanville Campus Safety Department at 888 from a campus phone or 914-323-5244 from any phone, or dial 911.
 - 7. Give the Desk Sergeant the following information:
 - a. Your name
 - b. Your location
 - c. Number of shooter (if known)
 - d. Identification of shooters (if known)
 - e. Number of persons that may be involved
 - 8. Wait for the Police Department or the Manhattanville Campus Safety Department to assist you out of the building

2.4 **Active Shooter Situation Procedure**

- 2.4.1 Immediately notify Harrison Police (Appendix “B”). No contact shall be made with the Active Shooter, as this will be the duty of the Police Department who have trained staff to deal with these sensitive emergencies.
- 2.4.2 If necessary, and conditions permit, evacuate other persons from the immediate area.
- 2.4.3 If necessary the remainder of the building should be informed by prudent means that an emergency situation exists and advise that no telephone calls be made into this area.
- 2.4.4 Control points shall be established at each section and floor as required by CCT. Security personnel and other designated personnel shall restrict unauthorized movement of personnel.

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- 2.4.5 The Security team at the affected location shall isolate the area involved prevent unauthorized personnel from entering the affected area.
- 2.4.6 The roving Security patrol shall be sent to the Main Gate and await the arrival of Off-Site assistance.
- 2.4.7 At the direction of CCT, immediately stop or divert all inbound traffic to the Campus, except for authorized Off-Site assistance.
- 2.4.8 With the arrival of Off-Site assistance at the Main Gate, the roving Security Patrol shall escort the ranking officers of such outside agencies to the Command Center for a briefing by CCT members.
- 2.4.9 The Physical Plant Department will provide as directed drawings of the building to assist Off-Site agencies as directed.
- 2.4.10 The ranking officer of the responding Off-Site assistance group shall take command and the Contract force shall assist as directed.
- 2.4.11 All personnel involved in any incident or situation shall keep its existence “confidential.”
- 2.4.12 Public Relations will respond to both public and news media inquiries at the direction of CCT.
- 2.4.13 An emergency situation shall remain in effect until an official “all clear” notification is announced by the CCT.

2.5

Safety Tips for the Public

- 2.5.1 Be sensitive to your surroundings and report any suspicious activity to the Manhattanville Campus Safety Department (dial 888 from any campus phone or 914-323-5244 from a non-campus phone).
- 2.5.2 If you have concerns about an individual’s behavior as it relates to safety or well-being, let a faculty or staff member know. They will contact the Dean of Students, Office of Residence Life, the Counseling Center, or Department of Campus Safety for assistance.
- 2.5.3 Never prop open an outside door that is locked to secure a building. Those doors are typically locked for a reason – to ensure your safety and the safety of others. also, if you live in or are visiting a campus residence hall, don’t allow anyone to “tailgate” or follow you in.

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- 2.5.4 Learn the location of Emergency Call Boxes on campus. These boxes, which have a blue light above the box and have the word EMERGENCY on the box, are located throughout light above the box and have the word EMERGENCY on the box, are located throughout the campus in remote parking lots and commonly traveled areas. They connect you directly to the Manhattanville Campus Safety Department. The boxes are located:
- a. In the Tenney rear parking lot
 - b. At the Valiant's Field
 - c. By the President's Cottage
 - d. At the O'hnell Environmental Center & old Chapel
 - e. At the Benziger Loading Dock
 - f. At the entrance of each Residence Hall Lobby

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APPENDIX "A"

COMMAND CENTER TEAM CONTACT LIST-ALL HOURS

COMMAND CENTER TEAM

PRESIDENT

PROVOST & VP FOR ACADEMIC AFFAIRS

ASSOCIATE VP STUDENT AFFAIRS

VP OF ENROLLMENT MANAGEMENT

VP OF OPERATIONS

DIRECTOR OF SAFETY & SECURITY

DIRECTOR OF ACADEMIC & ADMIN TECHNOLOGY

VP OF FINANCE

VP OF INSTITUTIONAL ADVANCEMENT

CHIEF INFORMATION OFFICER

DIRECTOR OF HUMAN RESOURCES

DIRECTOR OF COMMUNICATIONS & PUBLIC RELATIONS

EXECUTIVE ASSISTANT TO THE PRESIDENT