



## **Emergency Operations Plan**

# LIU – Emergency Operations Plan

## CAMPUS PRESIDENT'S MESSAGE

*The Long Island University must be prepared for and able to coordinate a rapid, effective response to any crisis, emergency or disaster situation that has the potential to cause injury, loss of life and/or disruption to the normal functions of the campus.*

The *Long Island University* has prepared this Emergency Operations Plan which sets forth the procedures to be carried out by the campus during an emergency. It provides the campus community with an effective integrated Emergency Response capability, designed to ensure the safety of the campus community to the fullest extent possible.

*I have approved this Emergency Operations Plan and hereby promulgate it as the authoritative document for emergency operations at Long Island University.*

**Kimberly R. Cline, President**

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	<b>ASSESS</b>
	<b>NOTIFY</b>
	<b>ACTION</b>
	<b>CLOSURE</b>
<p><b>If you have questions regarding the contents of this plan, please contact:</b></p> <p><b>Department of Public Safety POST 516-299-2214</b></p> <p><b>BROOKLYN 718-488-1078</b></p>	

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# Notification Chain Post

Emergency	Notify
Bomb Threat	Public Safety: 516-299-2222, Police: 911
Criminal Behavior / Active Shooter	Public Safety: 516-299-2222, Police: 911
Death or Suicide	Public Safety: 516-299-2222, Police: 911
Explosion	Public Safety: 516-299-2222, Fire/Police: 911
Fire	Public Safety: 516-299-2222, Fire: 911
Gas Leak	Public Safety: 516-299-2222, Facilities Services: 2277, National Grid (gas) 1-800-490-0045 or 1-631-755-6500
Hazardous Materials Spill or Leak	Public Safety: 516-299-2222, Facilities Services: 2277, Fire: 911
Medical	Public Safety: 516-299-2222, EMS: 911
Missing Person / Abduction Kidnapping	Public Safety: 516-299-2222, Police: 911
Protest / Disturbance	Public Safety: 516-299-2222, Police: 911
Public Health	Public Safety: 516-299-2222, Student Health & Counseling: 516-299-2345
Psychological	Public Safety: 516-299-2222, Student Health & Counseling: 516-299-2345
Severe Weather	Public Safety: 516-299-2222, Facilities Services: 516-299-2277
Suspicious Package	Public Safety: 516-299-2222, Police: 911
Terrorism Chemical/Biological	Public Safety: 516-299-2222, Police: 911
Terrorism Radiological/Nuclear	Public Safety: 516-299-2222, Police: 911
Transportation Incident	Public Safety: 516-299-2222, Police/Fire: 911
Utility Outage	Public Safety: 516-299-2222, Facilities Services: 516-299-2277, PSE+G: 516-721-3988

# Post Telephone Numbers

## OUTSIDE AGENCIES

Fire	911
Police	911
EMS	911
Fire Commissioner	516-742-3300
Brookville Police Department	516-440-2300
Old Westbury Police Department	516-626-0200
Nassau County Police Department	516-573-6200
Nassau County Office of Emergency Mgt.	516-573-0636
North Shore Univ./LIJ at Glen Cove	516-674-7300
North Shore Univ./LIJ at Manhasset	516-562-0100

## HOTLINES

Aids / HIV (Testing/Counseling)	516-571-2019
Alcohol / Drug Abuse - 24 hr.	516-481-4000
American Red Cross	516-747-3500
Child Abuse – NYS Central	800-342-3720
Domestic Violence	516-542-0404
Poison Control	516-542-2323
Rape Crisis/Sexual Assaults	516-222-2293
Suicide Nightwatch	516-889-2332

## LIU POST CAMPUS

University President	516-299-2501
Executive Dean of Students	516-299-3328
Public Safety - Emergency	516-299-2222
Public Safety – Non-Emergency	516-299-2214
Fire Safety Officer	516-299-2214
Facilities Services	516-299-2277
Legal Department / University Counsel	516-299-3665
Public Relations	631-897-5439
Center for Healthy Living	516-299-3468
Disability Support Services	516-299-3057
Post TV Studio	516-299-2747
Radio Station	516-299-2683/2626
Snow Emergency	516-299-3637
Campus Life / Promise Office	516-299-3737
Chapel	516-299-2416
Winnick Cafe	516-299-3668
Campus Concierge	516-299-2611
Pratt Recreation Help Desk	516-299-3250
Tilles Center	516-299-3100

**Note:** Public Safety maintains home and cell telephone numbers of all key campus personnel.

# Notification Chain Brooklyn

Emergency	Notify
Bomb Threat	Public Safety: 718-488-1078, Police: 911
Criminal Behavior / Active Shooter	Public Safety: 718-488-1078, Police: 911
Death or Suicide	Public Safety: 718-488-1078, Police: 911
Explosion	Public Safety: 718-488-1078, Fire/Police: 911
Fire	Public Safety: 718-488-1078, Fire: 911 , Fire Department 718-999-4444
Gas Leak	Public Safety: 718-488-1078, Facilities 718-488-1079, National Grid: 718-643-4050
Hazardous Materials Spill or Leak	Public Safety: 718-488-1078, Facilities 718-488-1079, Fire: 911
Medical	Public Safety: 718-488-1078, EMS: 911
Missing Person / Abduction Kidnapping	Public Safety: 718-488-1078, Police: 911
Protest / Disturbance	Public Safety: 718-488-1078, Police: 911
Public Health	Public Safety: 718-488-1078, Student Health & Counseling: 6450
Psychological	Public Safety: 718-488-1078, Student Health & Counseling: 6450
Severe Weather	Public Safety: 718-488-1078, Facilities 718-488-1079
Suspicious Package	Public Safety: 718-488-1078, Police: 911
Terrorism Chemical/Biological	Public Safety: 718-488-1078, Police: 911
Terrorism Radiological/Nuclear	Public Safety: 718-488-1078, Police: 911
Transportation Incident	Public Safety: 718-488-1078, Police/Fire: 911
Utility Outage	Public Safety: 718-488-1078, Facilities 718-488-1079, Con Ed: 718-495-2196, National Grid: 718-643-4050

# Brooklyn Telephone Numbers

## OUTSIDE AGENCIES

Fire	9-911 and 718-999-4444
Police	9-911
EMS	9-911
88 <sup>th</sup> Precinct NYPD	91-718-636-6511
Brooklyn Hospital	91-718-250-8000
Con Edison	91-718-495-2196
Department of Environment Protection	9-311
Department of Transportation	91-646-892-1350
National Grid	91-718-643-4050
Metropolitan Transportation Authority	91-888-682-9117
Mount Siani Hospital	91-718-241-6500

## HOTLINES

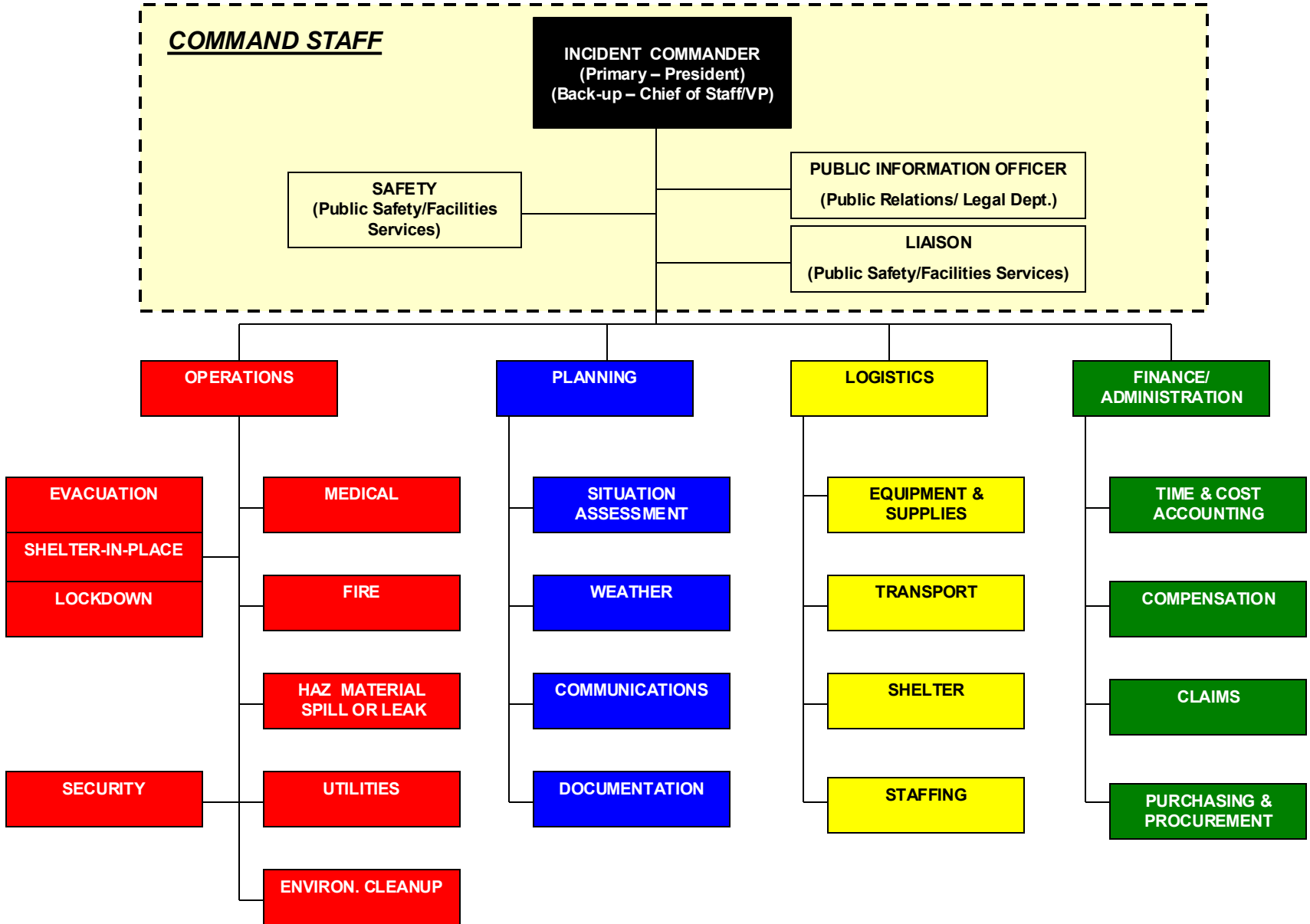
Aids / HIV (Testing/Counseling)	91-718-596-9800
Alcohol / Drug Abuse - 24 hr.	91-718-265-4200
American Red Cross	91-718-330-9200
Child Abuse	91-800-342-3720
Domestic Violence	91-800-621-4673
Poison Control	91-800-222-1222
Rape Crisis	91-800-621-4673
Suicide	91-800-273-8255

## LIU BROOKLYN CAMPUS

University President	516-299-2501
Vice President/COO	718-488-1001
Human Resources	718-780-3406
Public Safety – Main Desk	718-488-1078
Facilities	718-488-1079
Capital Projects	718-780-4031
Chapel	718-488-3359
Director of Public Safety	718-780-4397
Legal Department	516-299-3665
Information Technology	718-488-1082
Kumble Theatre	718-488-1624
Library Dean	718-488-1081
Radio Station	718-488-1216
Campus Life	718-488-1042
Health & Safety Officer	718-488-1608
Sanitation Department	311
Telephone Services	718-488-1082
VP of Capital Projects	718-780-4162
Wellness/Recreation Athletic Center	718-780-4072
Dining Services	718-246-6466

**Note:** Public Safety maintains home and cell telephone numbers of all key campus personnel.

# Incident Command Team



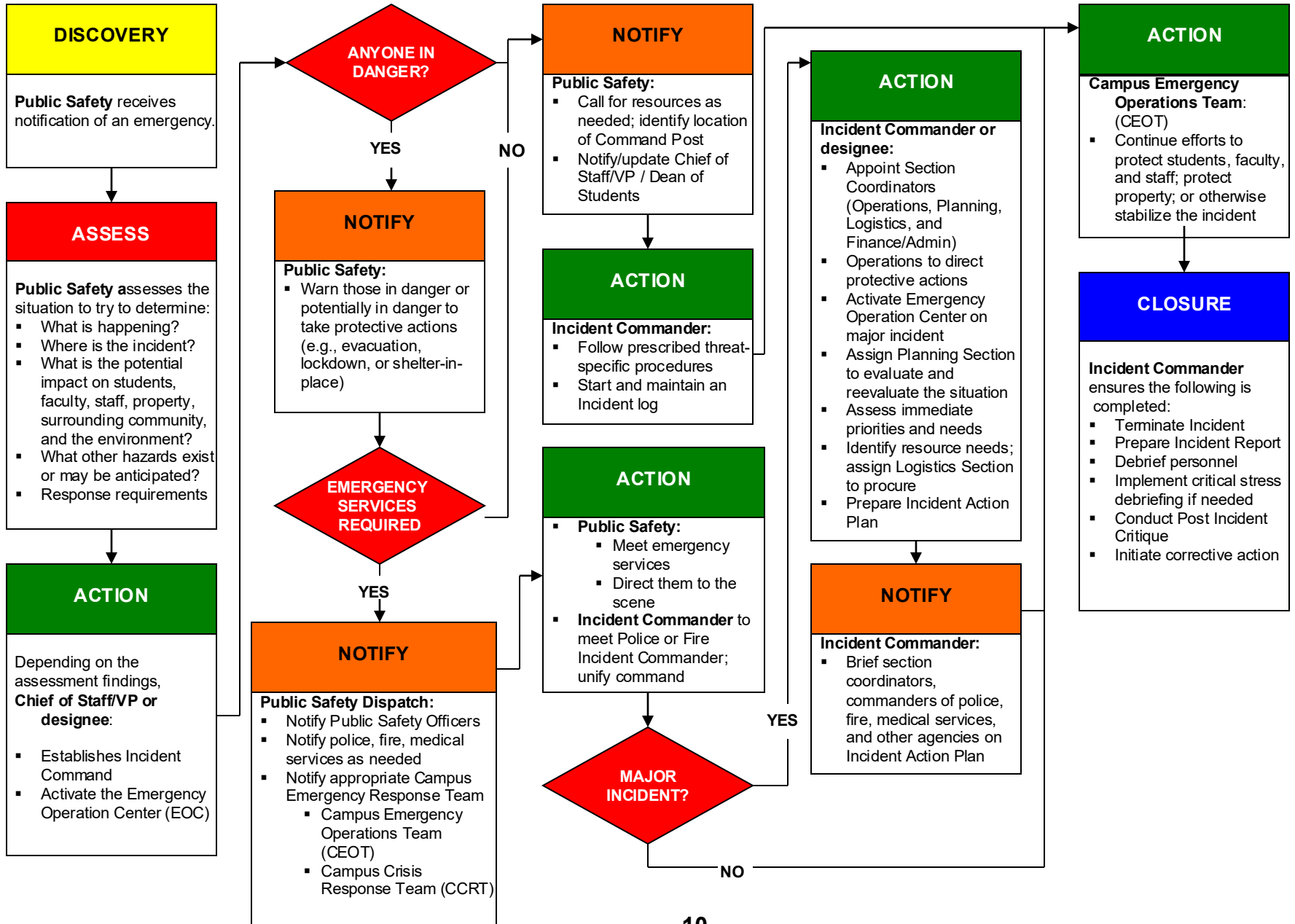
# Functions, Tasks & Assignments

FUNCTION	RESPONSIBILITY	TASK
Emergency Dispatch	Public Safety Dispatch	Take all incoming calls and initiate all initial notification and response actions.
Incident Commander	President or Designee	Has overall responsibility for managing response to an emergency until replaced with someone who has greater authority or experience to manage the response.
Resource Management	Campus Emergency Operations Team (CEOT)	Procurement and Coordination of resources for emergency operations.
Crisis Intervention / Critical Stress Debriefing	Campus Crisis Response Team (CCRT)	Crisis Counseling / Critical Stress Debriefing
Alert Warning & Communications	Communications & Marketing/IT	Alert emergency personnel, warn campus community; coordinate and supervise communications.
Emergency Operations Center	Chief of Staff/VP	Coordinate emergency operations. Provide Administrative and logistical support.
Medical	Medical Services	Provide medical treatment and warn campus community.
Psychological Emergency	Student Counseling Center	Evaluate, stabilize, determine disposition and coordinate transport.
Public Health	Student Counseling Center/Medical Services	Provide information and health services.
Public Information	Public Relations	Gather and disseminate information, media relations and control rumor.
Evacuation	Public Safety	Coordinate and conduct evacuation.
Fire/Rescue	Public Safety	Coordinate Fire Department response and rescue, warn campus community.
Law Enforcement	Public Safety	Coordinate Police Department response, provide security, maintain order and warn campus community.
Hazardous Materials	Public Safety	Coordination, control and clean up of hazardous materials.
Public Works/Facilities	Facilities Services	Debris removal, restoration of utilities, facilities repair.
Damage Assessment	Facilities Services	Determine damage incurred. Anticipate Recurring Costs.
Shelter/Housing	Campus Life / Public Safety/ Operations	Obtain temporary shelter and food for occupants.

# Incident Command Roles & Responsibilities

<p style="text-align: center;"><b>SAFETY</b></p>	<p style="text-align: center;"><b>INCIDENT COMMANDER</b></p>	<p style="text-align: center;"><b>OPERATIONS SECTION</b></p>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Responsible for the safety of all responders</li> <li><input type="checkbox"/> Identifies hazardous or potentially unsafe situations or conditions</li> <li><input type="checkbox"/> Authorized to stop/prevent unsafe acts</li> <li><input type="checkbox"/> Investigates accidents, injuries and illnesses</li> <li><input type="checkbox"/> Recommends corrective action</li> <li><input type="checkbox"/> Prepares accident and injury report(s)</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Activities Emergency Operations Plan</li> <li><input type="checkbox"/> Establishes a mobile incident command post on small scale incidents</li> <li><input type="checkbox"/> Activates Emergency Operations Center on large scale incidents</li> <li><input type="checkbox"/> Assesses nature and impact of threat</li> <li><input type="checkbox"/> Orders lock down, evacuation or shelter-in-place</li> <li><input type="checkbox"/> Ensures outside agencies and University President are notified; establish links and coordinate activities</li> <li><input type="checkbox"/> Establishes a security perimeter</li> <li><input type="checkbox"/> Establishes accountability of all faculty, staff and students</li> <li><input type="checkbox"/> Provides situation reports</li> <li><input type="checkbox"/> Requests additional resources</li> <li><input type="checkbox"/> Directs, controls, and orders resources</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Directs tactical actions:             <ul style="list-style-type: none"> <li>• Evacuation, Lockdown, and Shelter-in-Place</li> <li>• Search and rescue</li> <li>• Site Security (perimeter security, access control)</li> <li>• Student supervision and care</li> <li>• First Aid or Medical care</li> <li>• Supervise utilities (ventilation, electricity, gas, water, etc.)</li> <li>• Clean up</li> <li>• Monitors environmental impact</li> </ul> </li> </ul>
<p style="text-align: center;"><b>LIAISON</b></p>	<p style="text-align: center;"><b>LOGISTICS SECTION</b></p>	<p style="text-align: center;"><b>PLANNING SECTION</b></p>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Point of contact for outside agencies</li> <li><input type="checkbox"/> Obtains agency names, locations, and communication means</li> <li><input type="checkbox"/> Establishes communications between agencies and command</li> <li><input type="checkbox"/> Keeps outside agencies informed of incident status</li> <li><input type="checkbox"/> Informs Incident Commander about status of outside agency resources</li> <li><input type="checkbox"/> Handles complaints from agencies (e.g., logistics, communications, personnel)</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Sustains the emergency operations</li> <li><input type="checkbox"/> Briefed by the Incident Commander – service and support requirements for planned and expected operations</li> <li><input type="checkbox"/> Reviews the incident action plan, and estimates logistical needs until the incident is concluded</li> <li><input type="checkbox"/> Procures manpower, facilities, services, materials, communications, or other needs</li> <li><input type="checkbox"/> Tracks order status</li> <li><input type="checkbox"/> Arranges delivery and staging</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Assesses situation; anticipates changes</li> <li><input type="checkbox"/> Develops short-range plans; minutes, hours, first few days</li> <li><input type="checkbox"/> Establishes priorities:             <ul style="list-style-type: none"> <li>• Protection of safety and health</li> <li>• Stabilization of the incident</li> <li>• Student and faculty needs</li> <li>• Business needs</li> </ul> </li> <li><input type="checkbox"/> Identifies issues:             <ul style="list-style-type: none"> <li>• Resource availability</li> <li>• Weather</li> <li>• Communications capability</li> <li>• Assesses vulnerability and threats</li> </ul> </li> <li><input type="checkbox"/> Prepares situation report and action plan in conjunction with incident commander</li> <li><input type="checkbox"/> Maintains resource and situation status and identifies gaps</li> </ul>
<p style="text-align: center;"><b>PUBLIC INFORMATION</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Official spokesperson for the university</li> <li><input type="checkbox"/> Communicates with news media; prepares and delivers public announcements</li> <li><input type="checkbox"/> Maintains a log of actions and communications</li> <li><input type="checkbox"/> Interacts with news media</li> <li><input type="checkbox"/> Translates announcements to achieve community outreach as necessary</li> <li><input type="checkbox"/> Monitors news broadcasts to identify and correct misinformation</li> </ul>	<p style="text-align: center;"><b>FINANCE/ADMINISTRATION SECTION</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Established to track time, costs, and to prepare claims</li> </ul>	

# Incident Command Decision Making Flowchart



# Activation of the Emergency Operations Plan

## DECLARATION OF CAMPUS EMERGENCY

The authority to declare an emergency on campus rests with the Dean of Students or his/her designee in consultation with the Director of Public Safety.

In the event that a Declaration of Emergency has been declared, Public Safety will implement the appropriate annex of this procedure in order to meet the needs of the emergency, with the primary concern being safety of all concerned.

Once a Declaration of Emergency has been declared the campus will be secured and only authorized persons will be permitted on campus. Unauthorized persons will be directed to leave the campus or be subject to arrest by authorities.

Only those administrators, faculty and staff members who have a designated role of responsibility associated with this procedure will be allowed to enter the Emergency Operations Center (EOC), Command Post or outer perimeter of the occurrence.

## EMERGENCY OPERATIONS CENTER

The campus will utilize the Emergency Operations Center (EOC) concept to coordinate response efforts to the threat or an actual full scale crisis, emergency or disaster. The Emergency Operations Center (EOC) will be the central location from where the Chief of Staff and designated staff will coordinate response efforts.

The Emergency Operations Center (EOC) will be located in a predetermined location:

### Post

Designated EOC: Public Safety Headquarters

Alternate EOC: Winnick House

Off-Site: Bush-Brown Hall, University Center

### Brooklyn

Designated EOC: **M** 101

Alternate EOC: H Building Humanities Cellar

Off-Site: 490 Fulton Street **RM H**

**Note:** In the event the designated and/or alternate EOC locations are located in a multi use facility, the Chief of Staff/VP should empower the Director of Public Safety the authority to terminate the facilities normal use so the EOC can be opened immediately when necessary.

## CLASSIFICATIONS of EMERGENCIES, DISASTERS, CRISES

**LIMITED AREA:** Any actual or potential threat of a crisis situation, emergency or disaster which only affects a limited area or portion of a building, facility or section of the campus grounds, and the occurrence will not seriously affect the overall functional capacity of the remainder of that building, facility section of the campus, or impact the safety of students, faculty or staff.

**INTERNAL:** Any potential or actual crisis situation, emergency or disaster which impacts the internal operation of facilities or buildings on the campus.

**EXTERNAL:** any potential or actual crisis situation, emergency or disaster which impacts students, faculty, staff or administrators but does not affect the interior of a specific building or facility, located on campus.

**FULL SCALE:** Any actual or potential threat of a crisis situation, emergency or disaster which will seriously impact the entire campus, an entire building or facility necessitating evacuation of students, faculty, or staff and will seriously impair or halt normal operations of the university.

In addition to the above categories, other factors relating to students, faculty or staff must be considered regarding the operational status of the campus such as:

- Normal Business
- Academic Hours
- Campus Events
- In-Session
- Out of Session

## ACTIVATION OF THE CAMPUS EMERGENCY OPERATIONS TEAM

All response actions described within this Emergency Operations Plan will be initiated and supported by the Campus Emergency Operations Team (CEOT), in its entirety, or by way of one of the departments represented, which includes:

- Public Safety
- Legal Department
- Campus Services
- Facilities Services
- Chief of Staff/VP Office
- Public Relations

The Campus Crisis Response Team (CCRT) will be activated by the Incident Commander and/or Public Safety to respond to when crisis intervention and critical stress debriefing is required.

Once assembled at the Emergency Operation Center (EOC) or at the scene, the teams will assess the emergency/crisis situation and collectively formulate an appropriate response for consideration by the Incident Commander to bring about a speedy, safe conclusion for all concerned.

The Campus Emergency Operations Team (CEOT) and Campus Crisis Response Team (CCRT) will capitalize upon the collaborative relationships that exist among members of the student body, faculty, staff and administration. Campus personnel must be prepared and empowered to effectively respond to a campus emergency, crisis or tragedy.

An efficient response plan makes both the physical and emotional safety of individuals a priority; this includes students, faculty, staff and administrators. Emergencies and Crises are temporary experiences that produce fear, confusion and distress. In an effort to protect and help, keep in mind **the emergency and/or crisis is not going to last forever**. It is always important to **think before acting**.

A Campus Emergency Operations Team / Campus Crisis Response Team (CEOT / CCRT) that identifies and responds to an emergency/crisis in a unified and collaborative manner can alter the aftermath of an emergency/crisis.

# Emergency Closing

## **Closing an academic building for a day or less**

- Classes are suspended for that period and then made up by the instructor in consultation with his or her students

## **Closing an academic building for an extended period of time**

- Scheduling Office will reschedule classes in other buildings, notify affected students and post useful information on campus website.
- Instructor will reschedule missed classes in consultation with his or her students.

## **Closing a single residence hall for part of a day**

- Secure building
- Provide information to students living in affected building

## **Closing a Dining Service Facility for part of a day**

- Secure building
- Provide information for alternate dining locations

## **All Dining Facilities closed for part of a day**

- Secure Building
- Provide information on dining operations
- Dining Services to use stock of canned foods, bakery and packaged items.

## **Closing a single residence hall for an evening or an extended period**

- Secure building
- Provide information to affected students.
- Contact Red Cross to provide cots. Set up cots in Pratt Recreation Center (backup Chapel)
- Open Pratt Recreation Center and provide television service.
- Contact Dining Services to keep Winnick Center open.
- Provide bottled water for affected students/faculty and staff.
- Contact parents of affected students explaining incident.

## **Closing two or more residence halls for evening or extended period**

- Assess total number of student affected.
- If on-campus facilities are adequate, follow procedure for single residence hall closing.
- If on-campus facilities are not adequate, contact local hotels to arrange accommodations. Arrange for transportation of students between campus and hotels.
- If on-campus facilities are not adequate and hotel space is not available, seek temporary accommodations for affected students. If sufficient accommodations are not found, contact local authorities for assistance.
- Contact parents of affected students explaining incident.

## **Closing a Dining Service Facility for an extended period**

- Secure building
- Provide information for alternate dining locations

## **All Dining Facilities closed for an extended period**

- Secure building
- Provide information on dining operations

## **Campus Closing (extended and widespread utility failure)**

- For resident students, follow above procedures.
- Provide information on the emergency to staff, faculty, and students, and advise on how they will find out when campus will reopen (radio, e-mail, telephone chain).
- Public Safety and Facilities Services will secure campus as necessary.

## **Additional Resources**

- The Campus may determine that other services and areas, such as, Chapel, Hillwood Commons, Pratt Center, Winnick Center and Tilles Center may be open during emergencies to enhance or maintain the support services as appropriate.

# Emergency Notification & Communication Systems

## NOTIFICATION SYSTEMS

Crisis situations, emergencies, and disasters will be referred to as emergencies throughout this document.

### **Discovery Notification Systems (Incoming)**

Public Safety Headquarters serves as the 24 hour contact for all emergencies. This office can be notified through any of the following systems:

- Call Public Safety
- Activate any of the emergency call stations.
- Pull box fire alarms
- Automatic smoke and heat detection
- Sprinkler system water flow alarms
- Radio communication from staff and Public Safety Officers touring campus

### **Public Safety Notification Systems (Outgoing)**

Public Safety Headquarters is the campus communications center. It serves as the dispatch point for campus Public Safety Officers, ambulance, Campus Emergency Operations Team and Campus Crisis Response Team members. Public Safety uses these notification systems:

- The Emergency Alert System has been developed to instantly and simultaneously contact students, faculty and staff in the event of an emergency. Should an emergency occur, members of the campus community who have registered with the system can receive notices by several methods, including:
  - Text messages (SMS) to mobile phones and PDAs
  - E-mails to LIU Post and University Center
  - Social Media (Facebook, Twitter)
  - Website (liu.edu)
- Any or all of the above contact methods and can be chosen in any order – for example, text first, then e-mail. However, Communications and Marketing may choose a different order if necessary, depending on the nature of the emergency.
- Telephone notification to Campus Life / Promise staff responsible for any affected residence.
- Telephone notification of department offices in any affected facility.

## DECLARATION OF EMERGENCY AND CLASSIFICATIONS of EMERGENCIES, DISASTERS, CRISES

### **DECLARATION OF CAMPUS EMERGENCY:**

- The authority to declare an emergency on campus rests with the President or his/her designee in consultation with the Director of Public Safety, Facilities, Dean of Students and other departments.
- In the event that a Declaration of Emergency has been declared, Public Safety will implement the appropriate annex of this procedure in order to meet the needs of the emergency, with the primary concern being safety of all concerned.
- Once a Declaration of Emergency has been declared the campus will be secured and only authorized persons will be permitted on campus. Unauthorized persons will be directed to leave the campus or be subject to arrest by authorities.
- Only those administrators, faculty and staff members who have a designated role of responsibility associated with this procedure will be allowed to enter the Emergency Operations Center (EOC), Command Post or outer perimeter of the occurrence.

### **CLASSIFICATIONS of EMERGENCIES, DISASTERS, CRISES:**

**LIMITED AREA:** only affects a limited area or portion of a building, facility or section of the campus grounds, and the occurrence will not seriously affect the overall functional capacity of the remainder of that building, facility section of the campus, or impact the safety of students, faculty or staff.

**INTERNAL:** impacts internal operation of facilities or buildings owned and occupied by Long Island University and/or leased or privately operated by persons other than students, faculty, staff or administrators.

**EXTERNAL:** impacts students, faculty, staff or administrators but does not affect the interior of a specific building or facility, located anywhere on the LIU Post Campus property.

**FULL SCALE:** impacts the entire campus, an entire building or facility necessitating evacuation of students, faculty, or staff and will seriously impair or halt normal operations of the university.

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# Media Communications

## MEDIA COMMUNICATIONS

### Media Communication

LIU must consistently provide prompt, clear, accurate information to the news media in an emergency situation. Ultimately, LIU must speak with one voice. **The Director of Public Relations is the only person authorized to communicate with the media unless alternate arrangements are made for the President to make a public statement.**

The primary goal should be to keep the public informed about the emergency while trying to maintain the privacy of students and assure as little interruption to the educational process as possible.

The Director of Public Relations is responsible for the preparation and release of emergency public information to the media and the public. In addition, Public Relations will advise the Chief Operating officer and the Director of Public Safety of all news concerning the occurrence as being reported by the media.

### Do's

- Be cooperative and factual
- Praise public emergency services for quick and effective response.
- Show concern for, and or offer condolences to, those affected by the incident.
- Be careful what you say (everything you say is "on the record").

### Don'ts

- Do not speculate. If you don't have an answer, inform the interviewer you will research and update at the next briefing.
- Do not estimate the dollar value of any damage.
- Do not comment on issues that are the responsibility of police, fire, or medical examiner (e.g., responsibility for a crime, cause of fire, cause of death, etc.)
- Do not reveal names of the injured or deceased. Medical and police procedures as well as common courtesy and sensitivity require next of kin be notified well in advance of the media.

## EMERGENCY SITUATION STATUS REPORTS

### Emergency Situation Status Reports

Current emergency situation status reports can be obtained through:

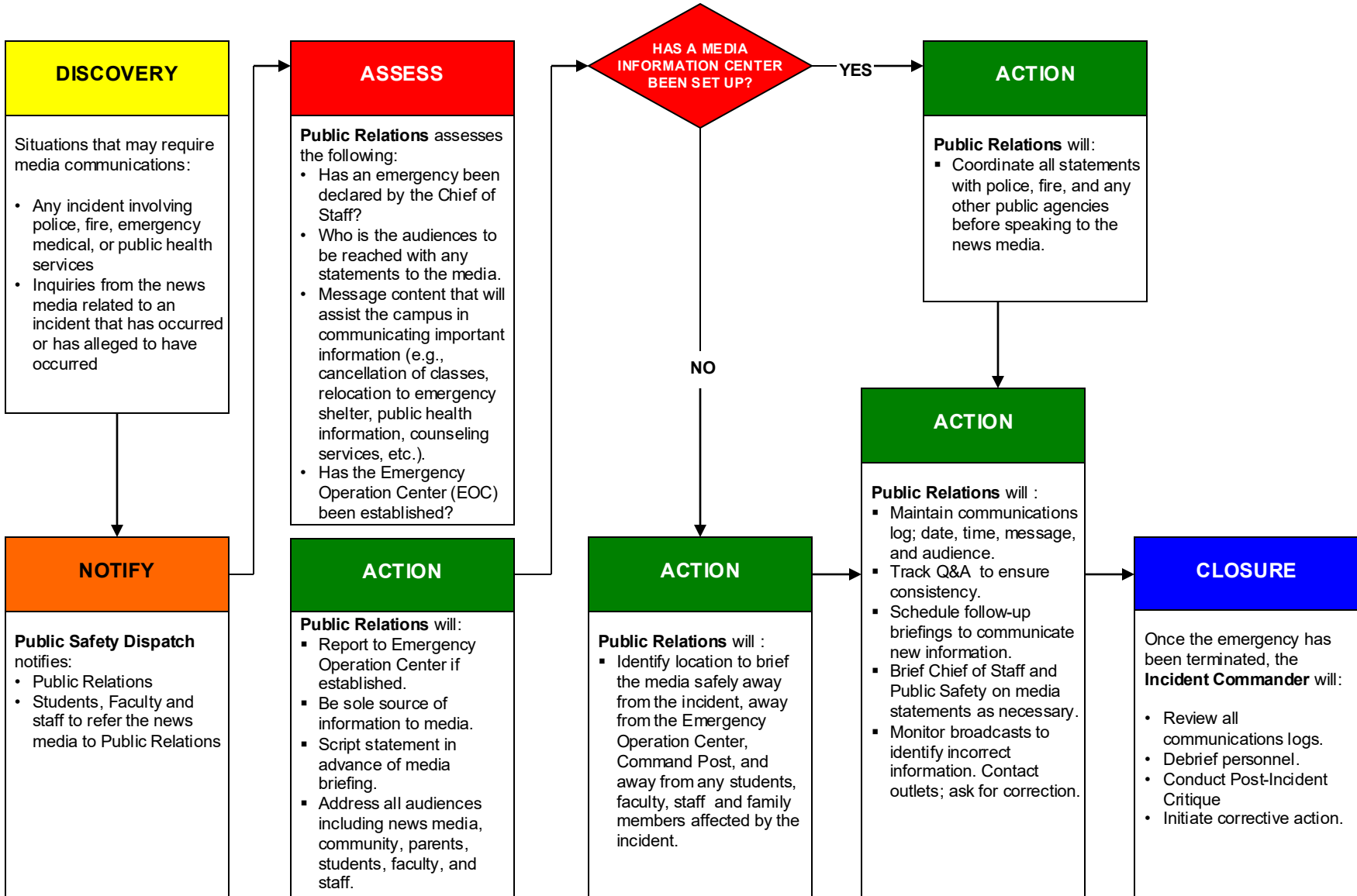
Post Campus only Telephone – 516-299-3637  
LIU Post Website – [www.liu.edu/post](http://www.liu.edu/post)  
LIU Brooklyn Website-[www.liu.edu/brooklyn](http://www.liu.edu/brooklyn)

Immediate mass notification of the student body, staff, and administration will be achieved by Emergency Alert System.

If necessary, a dedicated 1-888 number will be established for family and friends of victims.

The Director of Public Safety will be the sole source of authenticated information.

# Media Communications



# Evacuation

(Refer to Annex F in Campus Emergency Management Procedures)

## GUIDELINES FOR EVACUATING PEOPLE WITH DISABILITIES

Consider the following when planning the evacuation for people with disabilities:

- Proceed to an enclosed, fire-rated stairwell and wait for assistance on the landing. Report location to Public Safety or report the location to the nearest emergency responder.
- Remain in the room. If hazard is not near the location and the room is well constructed, this may be the best choice. Report the location to Public Safety or report the location to the nearest emergency responder.
- Seek assistance in using the stairs to evacuate. Great care must be taken in moving a person in a wheelchair.
- Vision-Impaired:** Visually impaired persons may require guidance to the primary exit or to a secondary exit.
- Hearing Impaired:** Hearing impaired persons may not realize the evacuation (fire) alarm is sounding and may require alerting and guidance to the primary or secondary exit.
- Mobility-impaired:** Evacuation from basements or upper floors can be difficult because elevators may not be operable or should not be used in certain emergencies such as fire.

## EVACUATION PROCEDURES

Once the determination is made to evacuate or if a fire alarm sounds:

**Public Safety** will:

- Notify the campus using the Emergency Alert System.
- Set up a Command Post as close to the scene as possible.

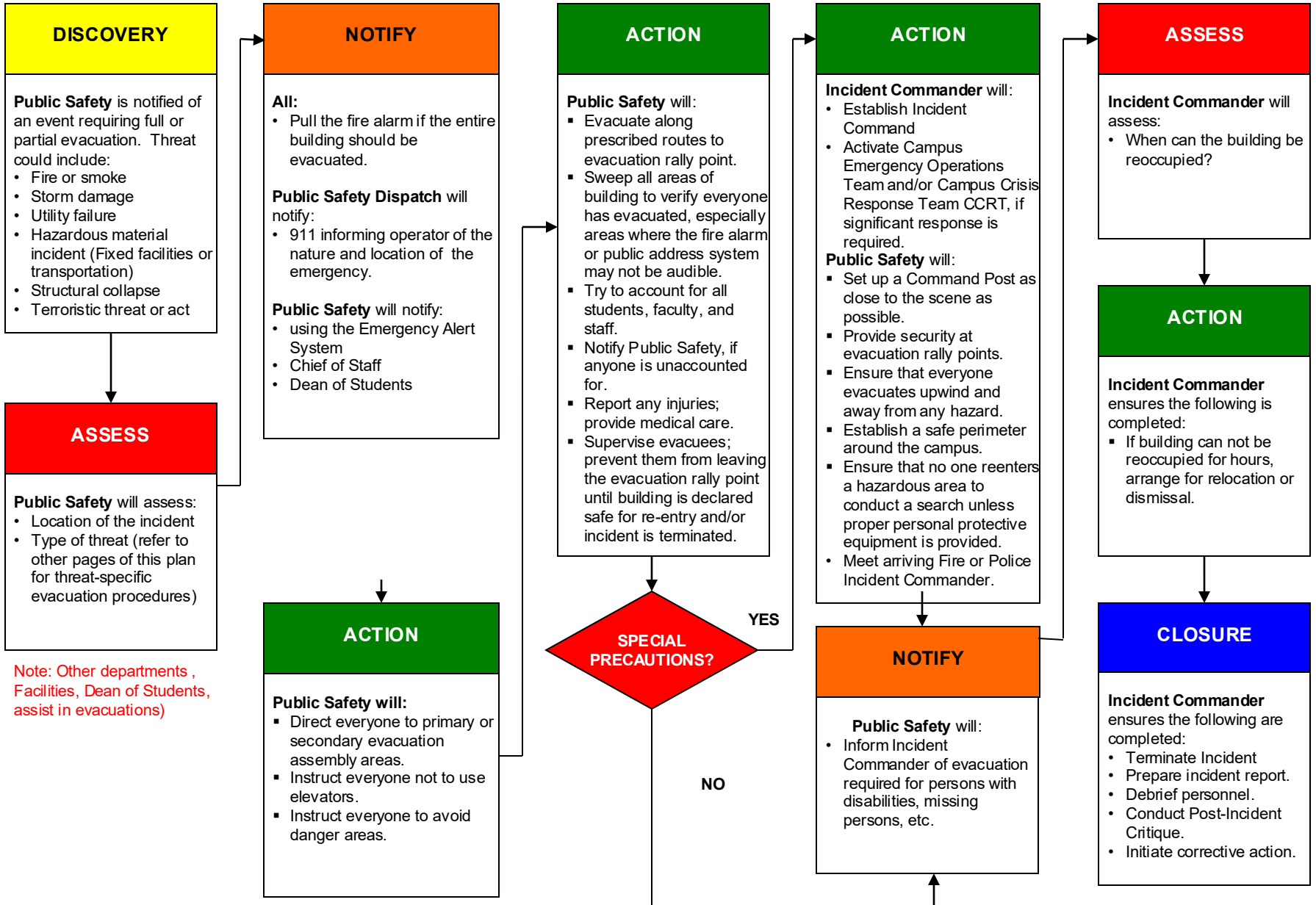
**Public Safety** will:

- If a PA system is available, emergency instructions may be communicated through the system. If a PA system is not available, the Public Safety Officer should go door to door to make all notifications.
- Station themselves in the lobby or most central location of the building to monitor evacuation.
- Elevators should not be used for evacuation.**
- Direct the immediate evacuation of the building.
- Everyone should evacuate the building by way of the **Primary Route(s)**, the nearest marked exit. If a route is blocked, use the **Secondary Route**, the next nearest marked exit.
- Ensure that all persons with disabilities are evacuated safely from the building.
- Everyone should report to the designated evacuation **Rally Point for the building**.
- With the assistance of the Public Safety will conduct a head count and account for all students, faculty and staff affected.
- Wait at the Rally Point with evacuated members until advised of further action by local Police or Fire Official.
- If needed, the Parent/Student Reunification Center is at the Greek Church (Tentative)**

## ACCOUNTING OF PERSONNEL PROCEDURES AFTER EVACUATION

- Public Safety should try to account for all students, faculty and staff either personally or through a designee, by having all such persons report to a predetermined evacuation rally point and by conducting a head count.

# Evacuation



Note: Other departments, Facilities, Dean of Students, assist in evacuations)

# Shelter-in-Place

(Refer to Annex F in Campus Emergency Management Procedures)

**Shelter-in-place:** It is a temporary strategy designed to be used when it is safer to remain inside rather than evacuate to the outside.

Sheltering can be employed when a hazardous plume (e.g., chemical, biological or radiological) is moving towards an area and there is insufficient time to evacuate before the plume arrives.

## SHELTER-IN-PLACE GUIDELINES FOR PEOPLE WITH DISABILITIES

- Vision-Impaired:** Visually impaired persons may require guidance to the shelter area.
- Hearing Impaired:** Hearing impaired persons may not realize the need to shelter-in-place and may require guidance and assistance.
- Mobility-impaired:** Sheltering in another location in the building may be difficult because elevators may not be readily available. Provide guidance and assistance.

## IDEAL SHELTER AREAS

- Interior rooms away from windows and doors
- Above the ground floor
- Minimal number of vents and doors that will have to be closed or sealed

## SHELTER-IN-PLACE PROCEDURES

Once the determination is made to shelter-in-place:

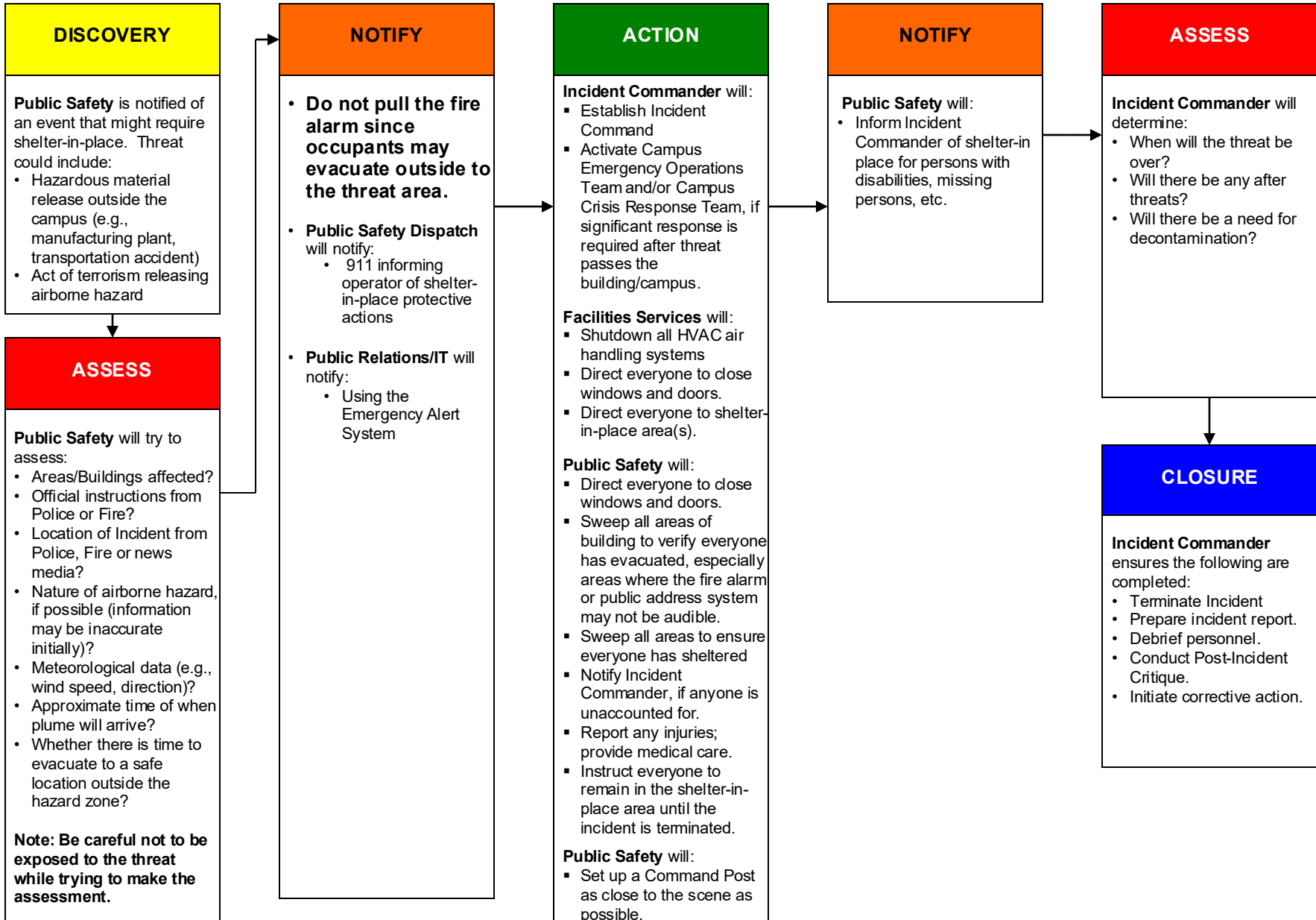
**Public Safety** will:

- Notify the campus using the Emergency Alert System.
- Set up a Command Post as close to the scene as possible.
- Assist with the procedures listed below.
- Disseminate the shelter-in-place notification and instructions throughout the building.
- Do not activate the fire alarm system** as this may confuse the building occupants and cause some to evacuate/go outside.
- If a PA system is available, shelter-in-place instructions may be communicated through the system. If a PA system is not available, the Public Safety Officer should go door to door to make all notifications.
- Station themselves in an area in the building to best monitor shelter-in-place.
- Direct the shelter-in-place of the building.
- Everyone should proceed to the shelter-in-place area using the closest and safest route.
- Ensure that all persons with disabilities are able to shelter-in-place.
- With the assistance of the Public Safety will conduct a head count and account for all students, faculty and staff affected.
- Advise the Incident Commander whether or not all students, faculty, employees and staff have been accounted for and if there are any persons missing.
- Everyone should remain in the shelter-in-place area until advised of further action by the Incident Commander or local Police or Fire Official.

## ACCOUNTING OF PERSONNEL PROCEDURES DURING SHELTER-IN-PLACE

- Public Safety should try to account for students, faculty and staff either personally or through a designee, by having all such persons report to a predetermined shelter-in-place area and by conducting a head count.

# Shelter-in-Place



# Shelter, Reception and Care (Long-Term)

## SITUATION

**Executive Dean of Students** is the primary department for sheltering operations at or off Campus.

- Support departments for Sheltering, Reception and Care are:
  - Dean of Students
  - Dining Services
  - Public Safety
  - Center for Healthy Living
  - Facilities Services
  - Campus Operations
- In the event of sheltering operations, all members of The Dean of Students office can be called upon to assist. The Dean of Students office should help prepare and maintain shelters, arrange for relocation of the displaced persons to available empty beds or space in residence facilities and restore damages or unusable housing to usable conditions.
- Additional personnel reporting to The Dean of Students should assist in sheltering operations.
- It is the intent of the campus to utilize empty beds in existing campus housing facilities to shelter displaced persons. The number and locations of available beds or spaces varies each semester and is tracked by Executive Dean of Students .
- Reception Centers:** A number of campus facilities have been designated as reception centers to receive displaced persons pending their assignment to existing beds in housing facilities. These facilities may also serve as congregate care shelters in the event that available bed spaces in housing facilities are insufficient to meet demand. These facilities are:

### Post

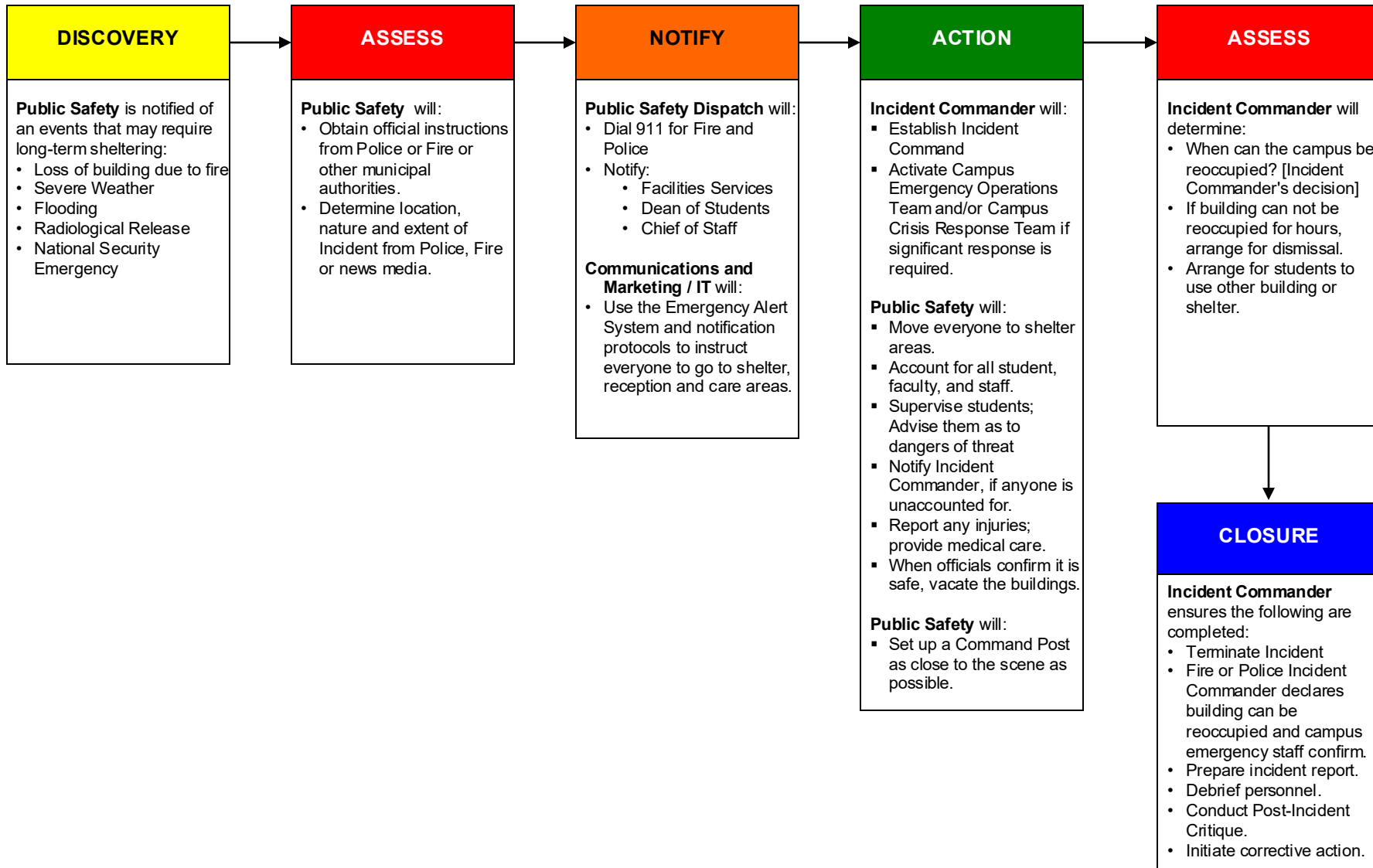
- Pratt Recreation Center
- Chapel
- Hillwood Commons
- Winnick Center
- Tilles Center

### Brooklyn

- The Wellness Center Gymnasium

- Parent/Student Reunification Center** – Post campus Greek Church (Tentative) / Brooklyn Campus Wellness Center Gymnasium
- Dining Services** should provide mass feeding at the campus dining facilities. They should also have a limited capacity to provide feeding at shelter facilities.
- Fallout Shelters** are identified by the Emergency Management Coordinator of the municipality in which the campus is located. Municipal coordinators will coordinate all radiological sheltering efforts during situations that affect their jurisdiction.

# Shelter, Reception and Care (Long-Term)



# Lockdown

## Refer to Annex H in Campus Emergency Management Procedures

**Lockdown:** is a protective action employed to safeguard students and staff when there is an armed perpetrator approaching the campus, on campus, or in a campus building. Lockdown is employed to keep people away from a violent perpetrator while Public Safety and/or local police engage the suspect. Some examples may include:

- Sniper on campus / Active Shooter
- Threat in the community
- Armed intruder on campus
- Police activity in proximity of the campus (e.g., chasing a suspect)
- Violent incident occurs on campus
- Imminent act of violence

### LOCKDOWN GUIDELINES FOR PEOPLE WITH DISABILITIES

- Vision-Impaired:** Visually impaired persons may require guidance during lockdown.
- Hearing Impaired:** Hearing impaired may not realize the lockdown order.
- Mobility-impaired:** Mobility-impaired persons should be assisted to a more secure area.

### LOCKDOWN PROCEDURES

Once the determination is made to lockdown:

**Public Safety** will:

- Communications and Marketing / IT will Notify the campus using the Emergency Alert System.
- If possible, an emergency email or phone call will be sent out to Public Safety explaining the circumstance.
- Set up a Command Post as close to the scene as possible.

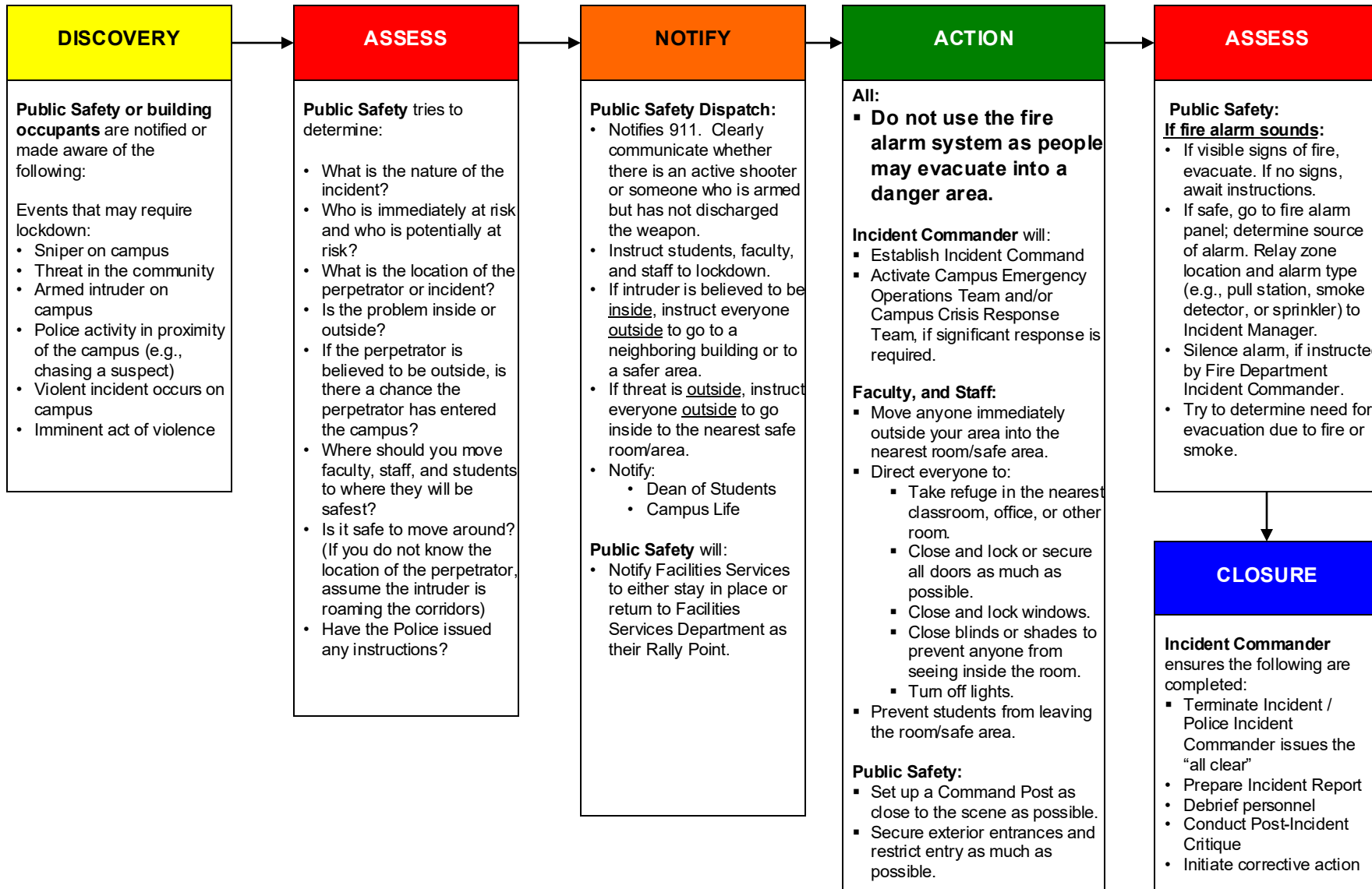
**Public Safety** will:

- Disseminate the emergency notification and instructions throughout the building.
- Do not use the fire alarm as people may evacuate and become more exposed to the threat.**
- If a PA system is available, emergency instructions may be communicated through the system.
- Direct the securing of all doors to the exterior.
- Everyone should try to get to a secured area (i.e. behind locked door, behind secured door, behind furniture/equipment, etc.)
- Assist persons with disabilities to a more secure area.
- Close blinds or cover windows of classrooms.
- Move all persons away from windows and doors.
- Everyone should remain quiet.
- No one will be permitted to enter or leave the building.
- Remain in secured area advised of further action by Public Safety or local Police.

### ACCOUNTING OF PERSONNEL PROCEDURES AFTER LOCKDOWN

**Note:** It will not be practical to account for personnel during a lockdown since everyone should try to get in a secured area where they will not be noticed and they will try to remain quiet until the threat is declared to be over..

# Lockdown



# Medical Emergency

(Refer to Annex A in Campus Emergency Management Procedures)

## ROLES & RESPONSIBILITIES

### Incident Commander

- Establish Incident Command.
- Assess the situation; determine appropriate actions.
- Verify the medical responders have been notified.
- Provide situation reports to LIU President's Office.
- Conduct post-incident evaluation; prepare incident report; and initiate corrective action.

### Public Safety:

- Report to the scene and assess situation.
- Report assessment findings back to Public Safety Dispatch.
- Notify Emergency Medical Services.
- Secure scene for medical response personnel.

### Center for Healthy Living

- Request Public Safety Officer be sent to the scene if they have not been notified already.
- Based on severity of injury/illness, direct Public Safety to call 911 for advanced life support if needed.
- If life threatening or when applicable, contact the parent and/or guardian and provide details on injury/illness and hospital location (Campus Life may also do this).

### Dean of Students

- If life threatening or when applicable, contact the parent and/or guardian and provide details on injury/illness and hospital location (Center for Healthy Living may also do this).

### Campus Crisis Response Team

- Provide support and counseling to students, faculty or the staff.

## RELATED INFORMATION

**Universal Precautions:** Universal precautions is a method of infection control in which all human blood and certain human body fluids are treated as if known to be infectious for HIV, HBV, and other bloodborne pathogens. Exposure occurs through contact with mucous membranes (e.g., eyes, nose, and mouth) or broken (cut or abraded) skin with contaminated blood.

## RESPONSE PROCEDURES

### All:

- Do not attempt to treat or move the injured if you are not formally trained and/or certified (i.e. first aid, CPR, AED).
- Take universal precautions whenever there is a potential for contact with blood or other potentially infectious material. Treat all blood and body fluids as infectious. This is referred to as using *universal precautions*.
- Protect everyone from coming into contact with blood and body fluids.
- If you are providing medical treatment, use proper personal protective equipment (i.e. non-latex gloves, face shield barriers, and barriers for mouth to mouth resuscitation).
- If a poison may be involved, call the Poison Center Hotline.
- Keep all patient information confidential.

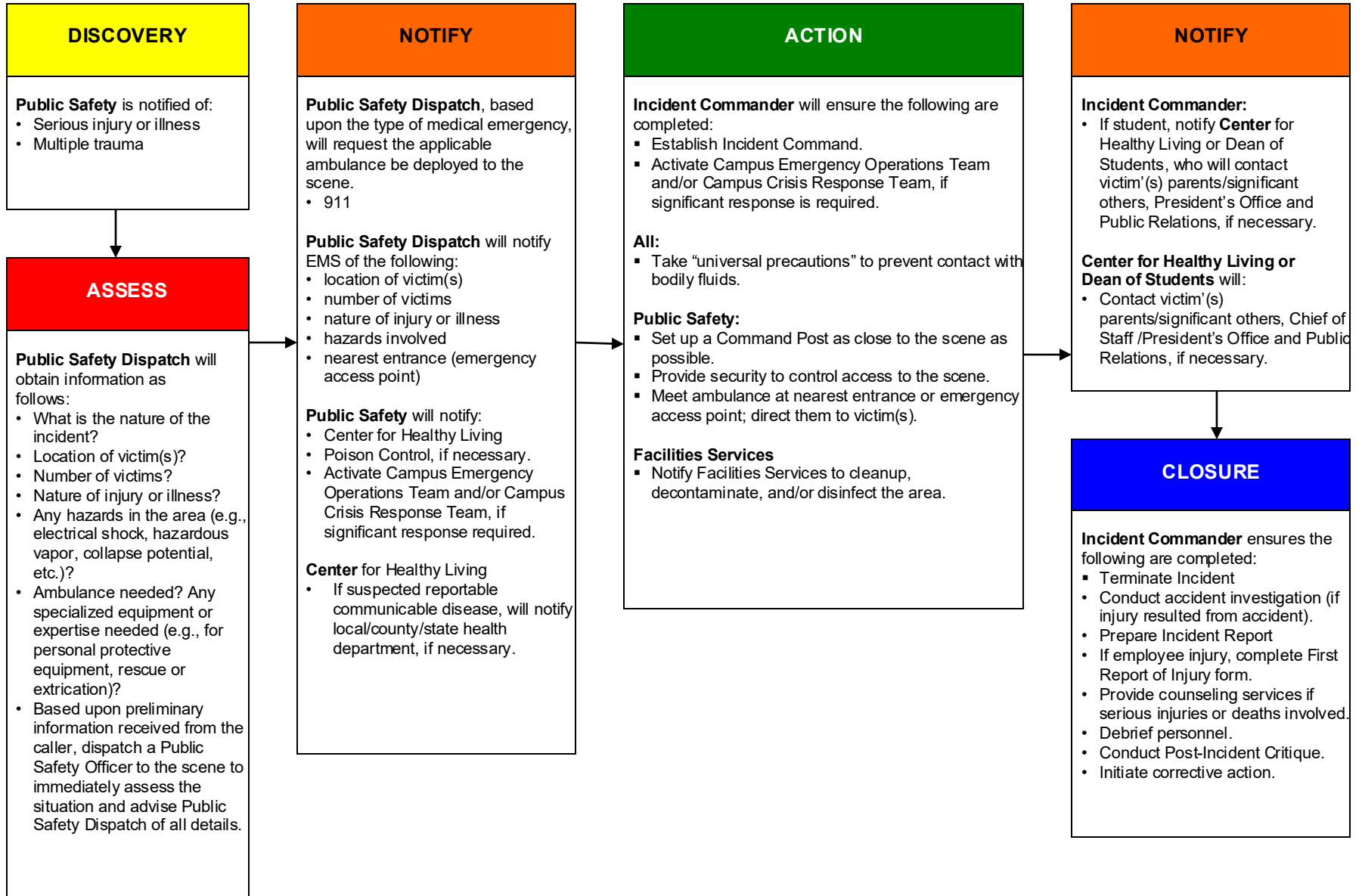
### Public Safety will:

- Respond to scene as soon as possible and assess situation.
- Set up a Command Post as close to the scene as possible.
- Make sure the scene is safe for all responders.
- Keep the patient(s) calm and reassure that help is on the way.
- All response personnel should remain calm and composed.
- Arrange pathfinders to assist outside ambulance to the scene.
- Keep all non-essential personnel away from the scene.
- Preserve the scene of the medical emergency in the event the incident will require an investigation.

### Facilities Services will:

- Clean and decontaminate areas that may have potential bloodborne pathogens present (Facilities Services should be trained in universal precautions and decontamination).
- All contaminated waste and equipment should be properly handled, treated or disposed.

# Medical Emergency



# Death or Suicide

(Refer to Annex B in Campus Emergency Management Procedures)

## ROLES & RESPONSIBILITIES

**Note: In the event police investigating the occurrence determine the deceased may be the victim of a crime or criminal activity, or there are other extenuating circumstances, the Police will ask that the parents, guardian and/or next of kin NOT BE CONTACTED BY CAMPUS OFFICIALS. Notification will then be made by the investigating police jurisdiction as deemed appropriate.**

### Incident Commander

- Establish Incident Command.
- Assess the situation; determine appropriate actions.
- Verify the medical responders and local police have been notified.
- Provide situation reports to LIU President's Office.
- Conduct post-incident evaluation; prepare incident report; and initiate corrective action.

### Public Safety:

- Supervisor and two (2) Public Safety Officers should respond to the scene and assess situation.
- Report assessment findings back to Public Safety Dispatch.
- Notify Emergency Medical Services and/or other ambulance/medical response personnel.
- Secure scene for medical response personnel and local Police.
- If patient is deceased, Public Safety Dispatch should notify the Director of Public Safety, Dean of Students, and the Director of Center for Healthy Living.

### Center for Healthy Living

- Notify Public Safety Dispatch if Public Safety is not aware of the incident.
- Contact the parent and/or guardian and provide details on injury/illness and hospital location (Student Affairs may also do this).

### Dean of Students

- Consult with Chief of Staff.
- Depending upon the circumstances, alert the Campus Crisis Response Team of the occurrence.
- Notify the deceased's parents, guardian and/or next of kin, unless there is a police investigation or otherwise directed by police authority (Center for Healthy Living may also do this).

### Campus Crisis Response Team

- Provide support and counseling to students, faculty or the staff.

## RELATED INFORMATION

**Universal Precautions:** Universal precautions is a method of infection control in which all human blood and certain human body fluids are treated as if known to be infectious for HIV, HBV, and other bloodborne pathogens. Exposure occurs through contact with mucous membranes (e.g., eyes, nose, and mouth) or broken (cut or abraded) skin with contaminated blood.

## RESPONSE PROCEDURES

### All:

- Protect yourself, do not put yourself in harms way.
- Take universal precautions whenever there is a potential for contact with blood or other potentially infectious material. Treat all blood and body fluids as infectious. This is referred to as using *universal precautions*.
- Protect everyone from coming into contact with blood and body
- Keep all information confidential as required.

### Public Safety will:

- Respond to scene as soon as possible and assess situation.
- Set up a Command Post as close to the scene as possible.
- Make sure the scene is safe for all responders.
- All response personnel should remain calm and composed.
- If deceased remove yourself from the scene without disturbing anything and await arrival of local Police.
- Secure the scene, allowing **absolutely no access to anyone** except to local Emergency Medical Services, medical examiner and/or police representatives.
- Determine if campus should be placed in Lockdown.
- Arrange pathfinders to assist local Police and outside ambulance to the scene.

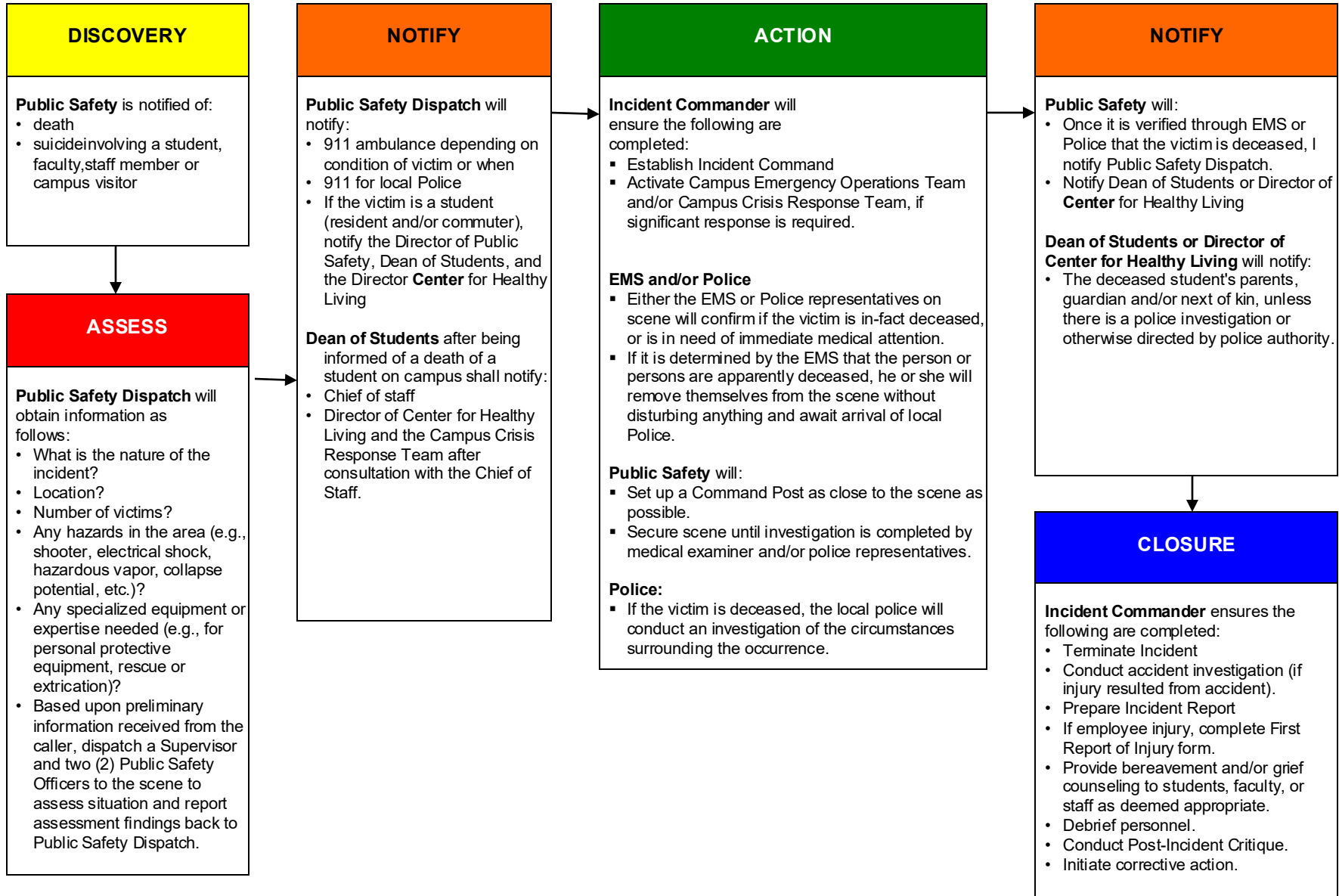
### Emergency Medical Services or Police will:

- Confirm if the victim is in-fact deceased, or is in need of immediate medical attention.
- If the victim is deceased, the local police will conduct an investigation of the circumstances surrounding the occurrence.

### Facilities Services will:

- Clean and decontaminate areas that may have potential bloodborne pathogens present (Facilities Services personnel should be trained in universal precautions and decontamination).
- All contaminated waste and equipment should be properly handled, treated or disposed.

# Death or Suicide



# Public Health

## ROLES & RESPONSIBILITIES

### Incident Commander

- Establish Incident Command.
- Assess the situation; determine appropriate actions.
- Verify the local Health Department has been notified.
- Provide situation reports to LIU President's Office.
- Conduct post-incident evaluation; prepare incident report; and initiate corrective action.

### Public Safety

- Provide services and support as needed.
- Report all suspected infectious disease outbreaks to Center for Healthy Living
- Oversee the response to all suspected or actual infectious disease outbreaks on campus.
- Work closely with the local health department.
- Provide routine updates to the Chief of staff.
- Prepare appropriate communication to the student, faculty and staff.

### Campus Crisis Response Team

- Provide support and counseling to students, faculty and staff.

## RELATED INFORMATION

There are many infectious diseases that may be transmitted on the campus, including but not limited to:

- Methicillin-Resistant Staphylococcus Aureus (MRSA)
- Coronavirus
- Hepatitis B
- Hepatitis C
- Herpes Simplex
- Human Immunodeficiency Virus (HIV) and Acquired Immune Deficiency Syndrome (AIDS)

**Universal Precautions:** Universal precautions is a method of infection control in which all human blood and certain human body fluids are treated as if known to be infectious for HIV, HBV, and other blood borne pathogens. Exposure occurs through contact with mucous membranes (e.g., eyes, nose, and mouth) or broken (cut or abraded) skin with contaminated blood.

## RESPONSE PROCEDURES

Center for Healthy Living will oversee the implementation of these response procedures:

### Notification / Communication

- All suspected infectious disease outbreaks should be reported immediately to the Student Health & Counseling.
- Typically, it is not necessary to inform the entire campus community about a single infectious disease case. Take care to maintain the student's or staff member's right to privacy with this or any health issue.
- When an outbreak or an increase in an infectious disease occurs within the campus population, or if transmission within the campus is identified, the campus should contact the local health department.
- Student, faculty and staff notification should be based on consultation with the local health department.

### School Attendance

- Unless directed by a physician, students with an infectious disease should not be excluded from attending school.
- Students with any open or draining wounds should be excluded from swimming pools, whirlpools, hot tubs, etc. until the wound has healed.

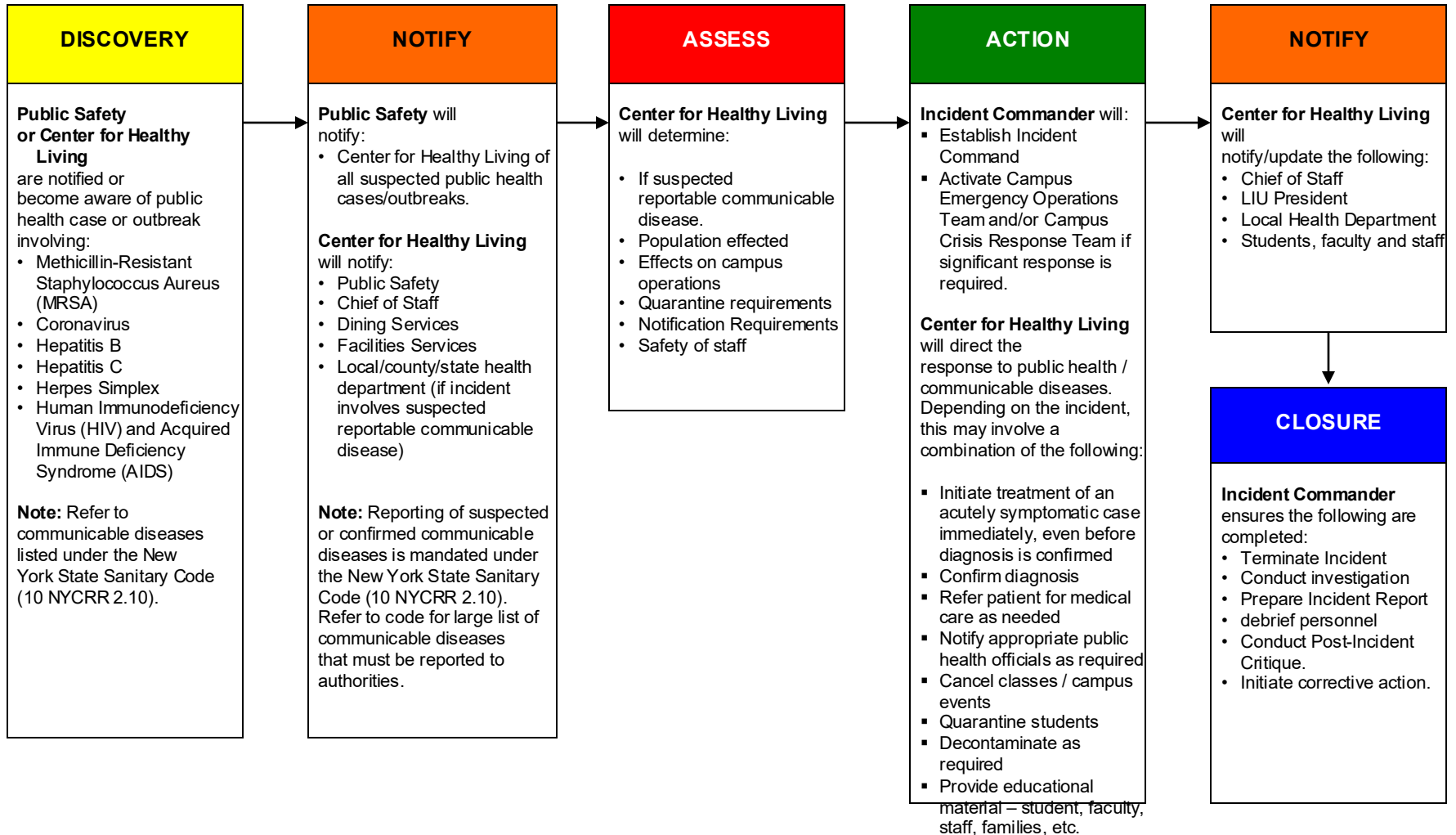
### Personnel Responding to an Infectious Disease Case

- Take universal precautions whenever there is a potential for contact with blood or other potentially infectious material. Treat all blood and body fluids as infectious. This is referred to as using *universal precautions*.
- Anyone suspected of having an infectious disease should be sent to Student Health & Counseling, to their primary physician, or to an appropriate health treatment facility.
- Disclosure and confidentiality of patient information must follow state and federal laws.
- Campus authorities should handle contact and notifications of infectious disease cases in the manner prescribed by the local health authority.
- When a case of infectious disease occurs at campus, this fact should not be considered a reason for the facility to be closed, except in the event of an emergency.
- Persons suspected of being infected with a reportable infectious disease for which isolation is required should be refused admittance to the campus while acute symptoms are present.

### Cleaning and Disinfection in the School and School Athletics Settings

- If confirmed infectious disease cases in the campus population have not been identified, follow routine, common sense procedures for cleaning building environment.
- Follow local health department guidance for routine building cleaning.
- Follow regular cleaning and maintenance procedures for equipment and materials that may be shared in the classroom such as protective eyewear or clothing.
- Use of disinfectants on shared environmental surfaces and equipment as part of regular facility maintenance may also be considered.
- Most disinfectant products require proper cleaning of surfaces prior to applying disinfectant. Proper cleaning reduces levels of bacteria on environmental surfaces.
- Clean and disinfect health room/nurse room cots regularly (at least daily), and use pillow protectors.
- If soiled linens and clothing are washed on campus premises, wash with laundry detergent in hot water (minimum 160°F), add one cup of bleach if water is not 160°F and dry in a hot dryer. Wear gloves when handling dirty laundry.

# Public Health



# Psychological Emergency

(Refer to Annex B in Campus Emergency Management Procedures)

## ROLES & RESPONSIBILITIES

### Incident Commander

- Establish Incident Command
- Assess the situation; determine appropriate actions.
- Verify the medical responders and local Police have been notified.
- Provide situation reports to the Chief of Staff.
- Conduct post-incident evaluation; prepare incident report; and initiate corrective action.

### Center for Healthy Living

- Assist in incident response, as requested

### Public Safety

- Provide initial response
- Secure and clear area, as required
- Stabilize conditions
- Limit the exposure area

## RELATED INFORMATION

When dealing with individuals displaying erratic or irrational behavior that might cause harm to themselves or others:

### Do's

- Try to calm the individual
- Listen and let them do the talking
- Try to delay any related negative decisions
- Acknowledge the persons feelings
- Be respectful and empowering
- Be reasonable and point out choices

### Don'ts

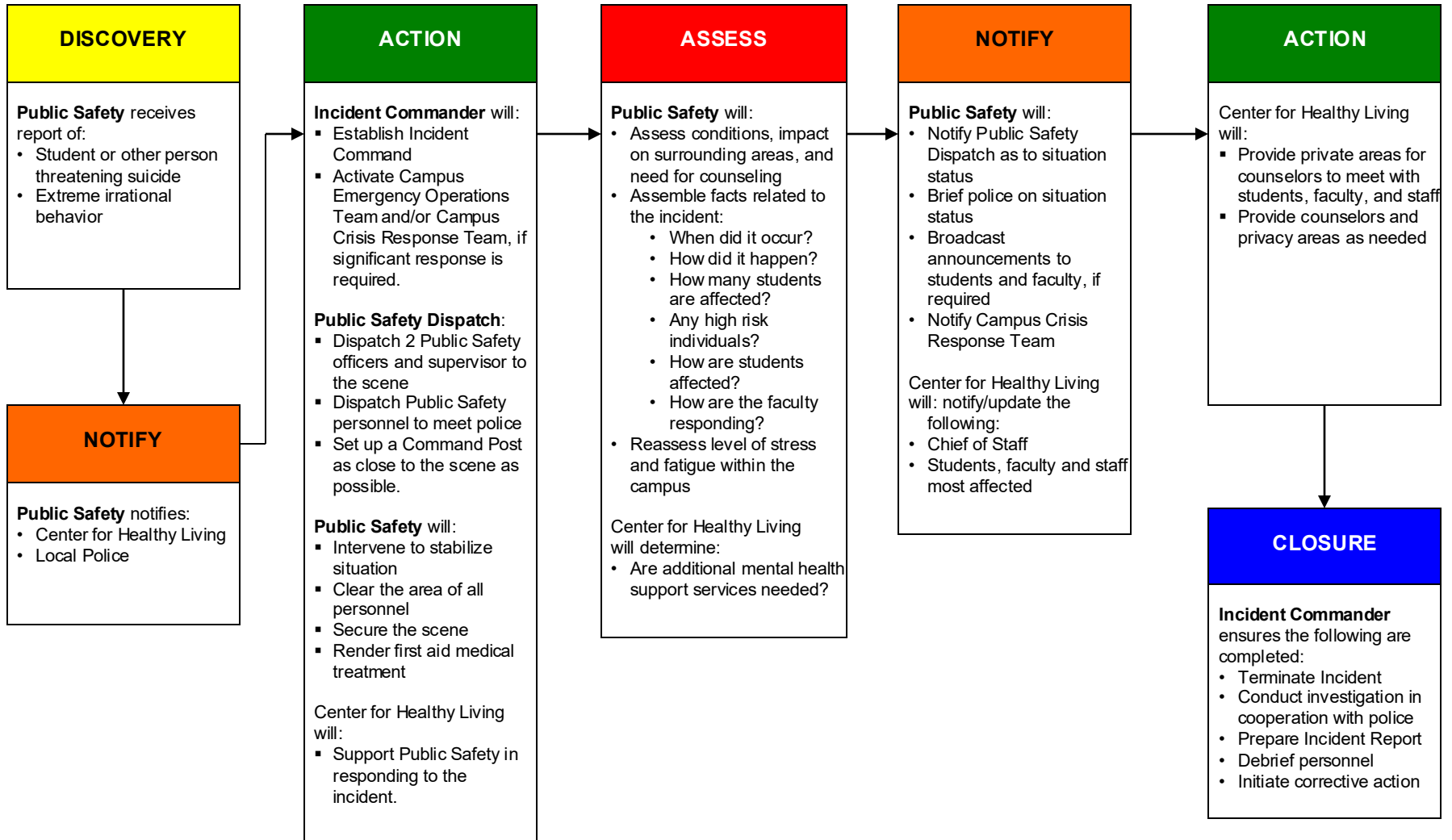
- Be confrontational
- Reject demands or requests
- Use challenging body language
- Make false statements or promises
- Make any sudden movements

## RESPONSE PROCEDURES

### Public Safety will:

- Respond to scene as soon as possible and assess situation.
- Set up a Command Post as close to the scene as possible.
- Make sure the scene is safe for all responders.
- All response personnel should remain calm and composed.
- Secure the scene.
- Determine if campus should be placed in Lockdown.
- Notify local Police.
- Notify Center for Healthy Living.
- Arrange pathfinders to assist local Police to the scene if they are notified for assistance.
- Support police intervention, if required.
- Activate Campus Crisis Response Team , if required.

# Psychological Emergency



# Fire

(Refer to Annex D in Campus Emergency Management Procedures)

## ROLES & RESPONSIBILITIES

### Incident Commander

- Establish Incident Command
- Assess the situation; determine appropriate actions.
- Verify the medical responders and local Police have been notified.
- Provide situation reports to Chief of Staff / President.
- Conduct post-incident evaluation; prepare incident report; and initiate corrective action.

### Public Safety

- Notify fire department
- Provide initial response
- Secure and clear incident area
- The welfare and safety of all students, faculty, and staff
- Traffic control and staging areas

### Fire Safety Officer

- Assist as requested

### Facilities Services

- Assist as requested

## RELATED INFORMATION

- Fires are classified as:
  - Limited area
  - Internal
  - External
  - Full scale
- Building evacuation should be initiated as soon as the fire is discovered or when the alarm is sounded.
- Do not use elevators**
- Disabled personnel should be accounted for

## RESPONSE PROCEDURES

### Public Safety will:

- Respond to scene as soon as possible and assess situation.
- Set up a Command Post as close to the scene as possible.
- Try to determine if everyone was able to evacuate the area. Full evacuation must be initiated when a fire occurs within any campus structure
- Make sure the scene is safe for all responders.
- All response personnel should remain calm and composed.
- Secure the scene, allowing **absolutely no access to anyone** except to Fire Dept.
- Arrange pathfinders to assist Fire Dept. to the scene.
- Support the fire department as a joint commander, as necessary

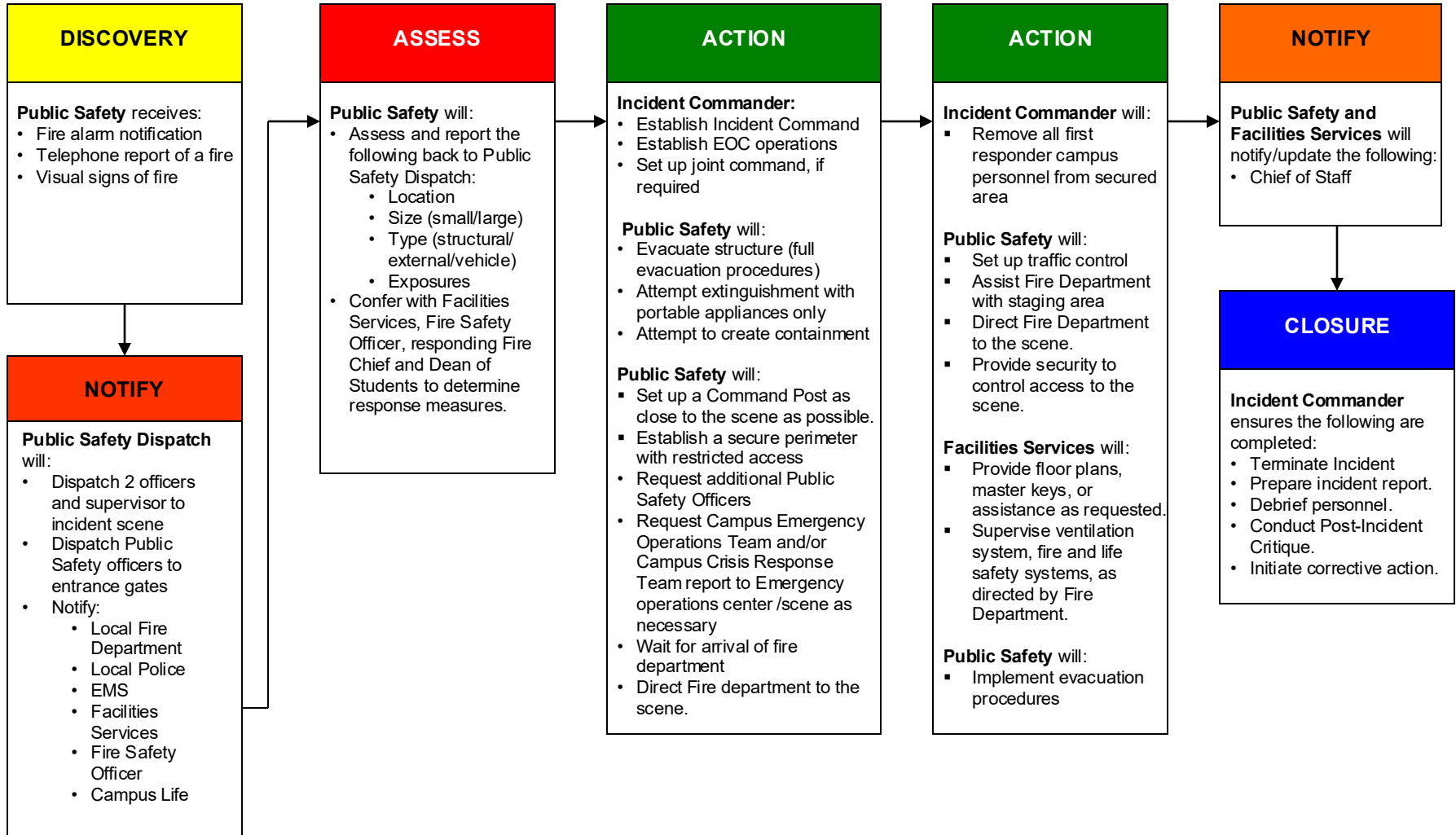
### Fire Dept. will:

- Take over the role of Incident Commander

### Facilities Services will:

- Support Public Safety and Fire Department as needed.

# Fire



# Explosion

(Refer to Annex E in Campus Emergency Management Procedures)

## ROLES & RESPONSIBILITIES

### Incident Commander

- Establish Incident Command.
- Assess the situation; determine appropriate actions.
- Verify the medical responders and local Police have been notified.
- Provide situation reports to LIU President's Office.
- Conduct post-incident evaluation; prepare incident report; and initiate corrective action.

### Public Safety

- Notification of public responding agencies
- Request EMS
- Notification of university stakeholders
- Dispatch of officers to the scene and to meet public responders
- Notification of Center for Healthy Living

### Facilities Services

- Support Public Safety as requested

## RELATED INFORMATION

- Explosions are classified as:
  - Internal – within any university structure
  - External – outside but on university property
- Is the cause suspicious?
- Is there a smell of gas?
- If fires have been created or injuries have occurred, activate corresponding response procedures
- Universal precautions: Universal precautions is a method of infection control in which all human blood and certain human body fluids are treated as if known to be infectious for HIV, HBV, and other bloodborne pathogens. Exposure occurs through contact with mucous membranes (e.g., eyes, nose, and mouth) or broken (cut or abraded) skin with contaminated blood.

## RESPONSE PROCEDURES

**Note:** There may be secondary explosions at the scene. Therefore, respond in a safe manner.

### Public Safety will:

- Respond to scene as soon as possible and assess situation.
- Set up a Command Post as close to the scene as possible.
- Try to determine if everyone was able to evacuate the area. Full evacuation must be initiated when an explosion occurs within any campus structure.
- Determine medical response needs and notify 911 for EMS.
- Make sure the scene is safe for all responders.
- All response personnel should remain calm and composed.
- Secure the scene, allowing **absolutely no access to anyone** except to Fire Dept. and/or Police.
- Arrange pathfinders to assist Fire Dept. and/or Police to the scene.
- Support the Fire Dept. and Police as a joint commander, as necessary
- Site should not be disturbed until investigates and releases scene.

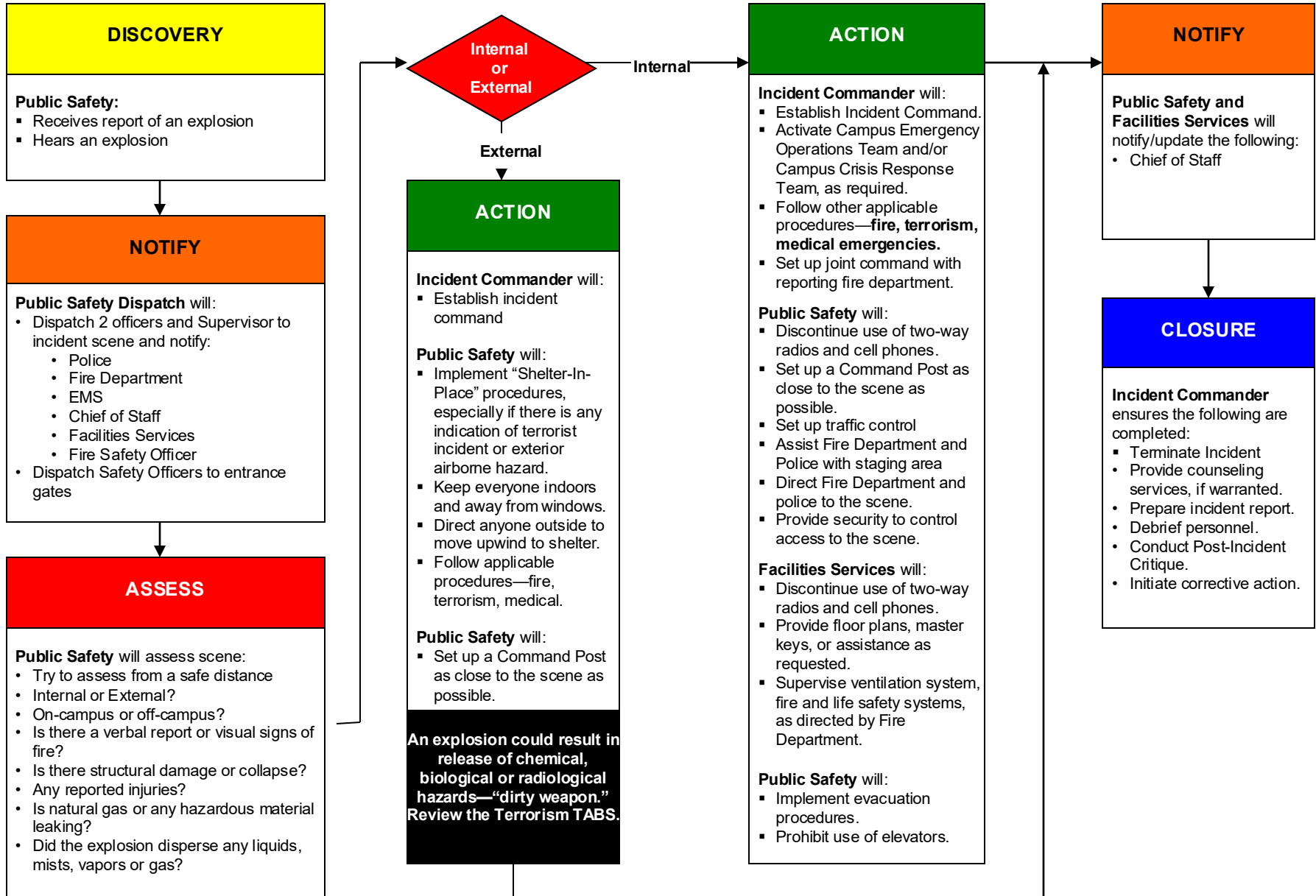
### Fire Department. or Police will:

- Take over the role of Incident Commander

### Facilities Services will:

- Support Public Safety, Fire Department and Police as needed.

# Explosion



# Transportation Incident

## ROLES & RESPONSIBILITIES

### Incident Commander

- Establish Incident Command.
- Assess the situation; determine appropriate actions.
- Verify the local authorities have been notified.
- Ensure evacuation is completed promptly as necessary.
- Provide situation reports to University President's Office.
- Conduct post-incident evaluation; prepare incident report; and initiate corrective action.

### Public Safety

- Assess the threat to the campus
- Provide initial response to protect students, faculty and staff
- Close rest of building in case there is a hazardous material release

### Facilities Services

- Shut off HVAC systems
- Support Public Safety as requested

## RELATED INFORMATION

A variety of transportation incidents could occur that have a negative impact on the campus and cause the need for the Campus Emergency Operations Team and/or Campus Crisis Response Team to be activated. The most likely type of threat would be the release of a hazardous material that could migrate towards and onto the campus.

In the event of a transportation incident, local, state and federal agencies could potentially respond and ultimately have primary authority. In other emergencies, local authorities may have primary authority. In any case an appropriate command post should be established or the Emergency Operation Center activated. A Department of Transportation (DOT) Emergency Response Guide (ERG) should be used as an initial decision making reference.

## RESPONSE PROCEDURES

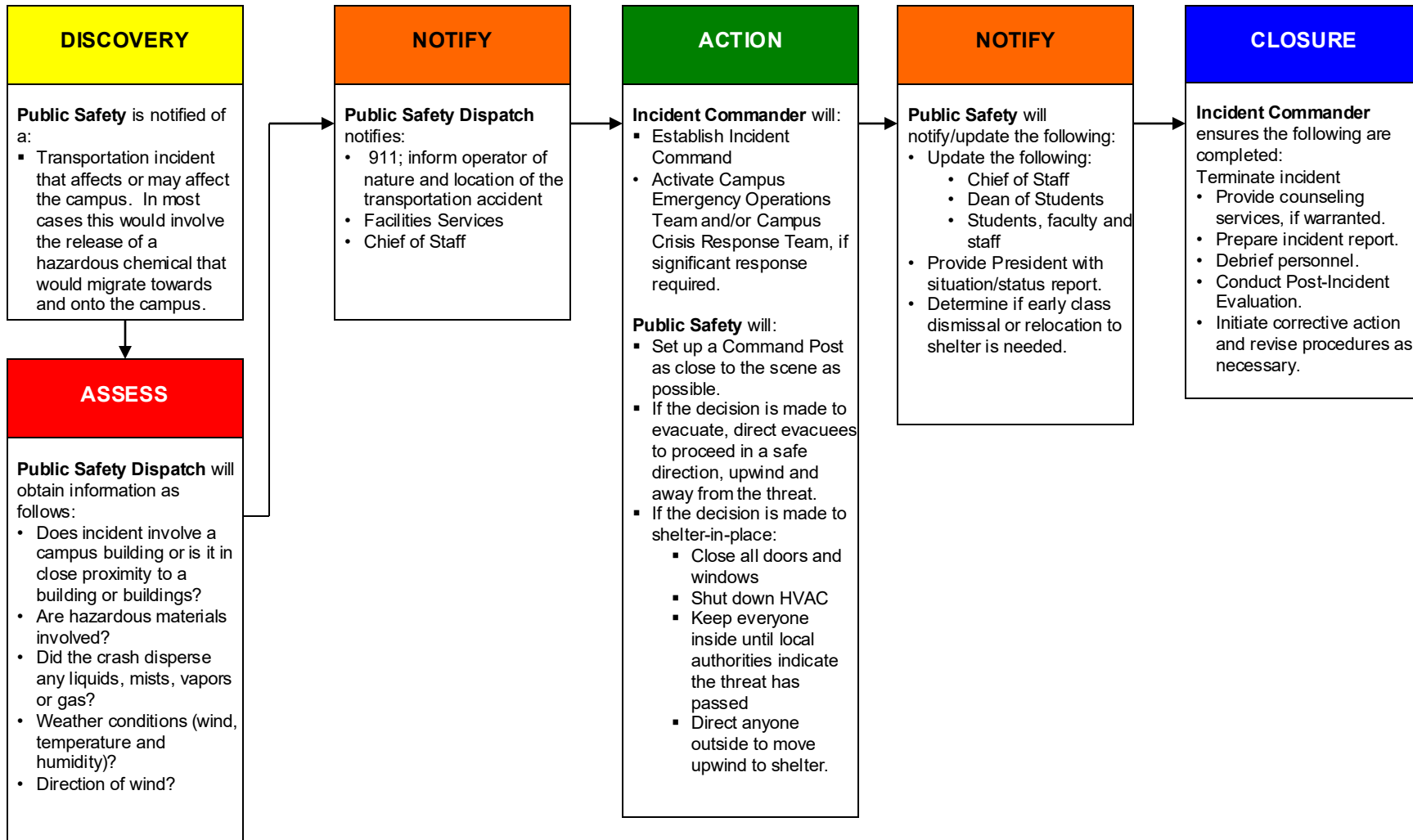
### Public Safety will:

- Notify the local authorities (police, fire, medical).
  - Set up a Command Post as close to the scene as possible.
  - Work with outside agencies to determine if the campus should be evacuated or if all personnel should be sheltered.
  - Identify the impact to human health and the operations of the campus.
  - If a hazardous material release is migrating towards the campus, direct shelter-in-place.
  - Monitor local broadcasts for any updates.
  - Record all information of the incident for claims defense purposes.
- 
- Implement shelter-in-place procedures if directed by Public Safety to do so.
  - Notify everyone of the potential exposure and the need to stay inside until the threat is over.
  - If evacuation is conducted, all occupants of evacuated building(s) should be assembled in an area as far from the incident scene as possible and should be up-hill and up-wind from the transportation accident.

### Facilities Services will:

- Close all windows and doors
- Shut down air handling HVAC systems.

# Transportation Incidents



# Hazardous Material Spill

(Refer to Annex K in Campus Emergency Management Procedures)

## ROLES & RESPONSIBILITIES

### Incident Commander

- Establish Incident Command.
- Assess the situation:
- Determine appropriate actions.
- Verify the Fire Department has been notified.
- Conduct post-incident critique; prepare incident report; and initiate corrective action.

### Public Safety

- Notification of public responding agencies
- Notification of university stakeholders
- Dispatch of Public Safety Officers to affected sites on campus
- Notification of Center for Healthy Living

### Facilities Services

- Supervise building utilities (e.g., ventilation and electrical) during the emergency under the direction of the Incident Commander.
- Support Public Safety as needed.

## RELATED INFORMATION

Departments using hazardous materials are responsible for establishing departmental clean-up procedures, including complete information concerning the properties of the spilled material. These departments are also responsible for providing access to Material Safety Data Sheets (MSDS) to Public Safety, Facilities Services and for any of their employees coming in contact with hazardous materials along with the proper safety techniques to follow in case of spill. Radiation sources are **not** currently used on campus and therefore a major radiation emergency is extremely unlikely.

### MSDSs are located:

- In each department
- Public Safety
- Facilities Services

## RESPONSE PROCEDURES

In the event of a spill, container failure, explosion, or fire, whenever possible and without exposing themselves to injury, immediate steps must be taken by responsible and knowledgeable persons to minimize the potentially hazardous impact, and contain the spill if trained and properly equipped to do so.

### Public Safety will:

- Notify 911
- Set up a Command Post as close to the scene as possible.
- Do not allow anyone other than trained and equipped responders to enter the spill area.
- Do not attempt the rescue of anyone overcome by chemical vapors or gases in an enclosed room or area. Only trained rescuers should enter the area protected with self-contained breathing apparatus.
- evacuate affected buildings/areas as needed.

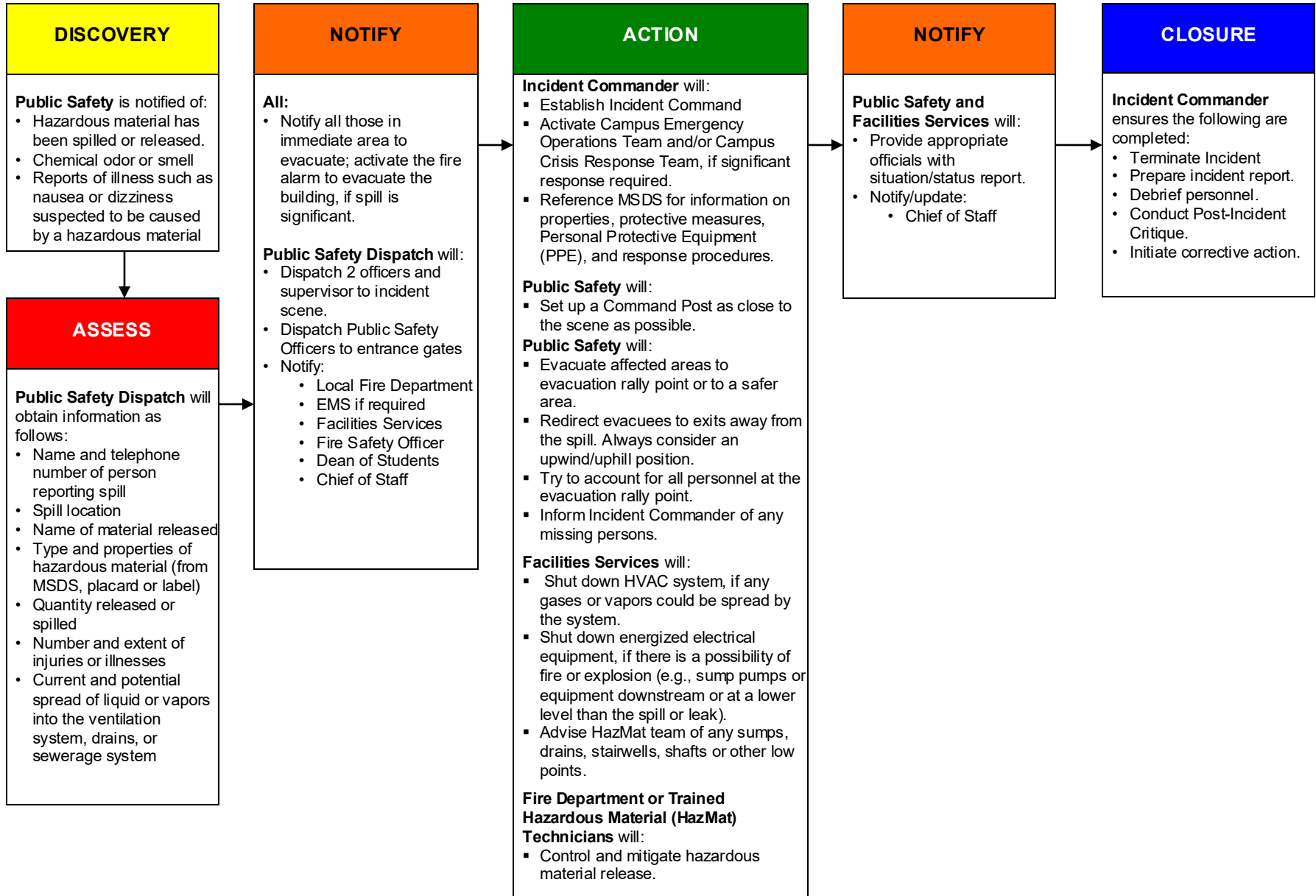
### Facilities Services will:

- Open windows and doors to dilute threat agent and exhaust from building.
- If possible, set HVAC to maximize intake of outside air to dilute threat agent.
- Pressurize stairwells with outdoor air if system is available.
- Contain the spill within the immediate area of the accident, if properly trained and equipped to do so.
- Ensure that notification has been made to Public Safety.
- Follow departmental cleanup procedures, which should include complete information concerning the properties of the spilled material.

### Public Safety will:

- Evacuate affected building or area as directed.
- Do not use elevators in case threat agent collects in elevator shaft
- Once outside, move to a clear area at least 500 feet away and upwind from the affected building. Streets, fire lanes, hydrants and walkways must be kept clear for emergency vehicles and crews.
- Segregate exposed people, so they do not expose others.
- Follow "Medical Emergency" procedures for those exposed..

# Hazardous Material Incident



# Natural Gas Leak

(Refer to Annex E in Campus Emergency Management Procedures)

## ROLES & RESPONSIBILITIES

### Incident Commander

- Establish Incident Command
- Assess the situation:
- Determine appropriate actions.
- Verify the Fire Department has been notified.
- Determine the need for closing of campus.
- Conduct post-incident critique; prepare incident report; and initiate

### Public Safety

- Dispatch officers to scene
- Notify gas company
- Notify internal resources

### Facilities Services

- Support gas company personnel

## RELATED INFORMATION

### Natural Gas

- Smells like rotten eggs
- Forms an explosive mixture with air
- Is easily ignited by heat, spark, or flame
- Is lighter than air
- Vapors may cause dizziness or asphyxiation without warning

## RESPONSE PROCEDURES

### Public Safety will:

- Respond to incident scene
- Set up a Command Post as close to the scene as possible.
- Validate gas leak conditions
- Stabilize/evacuate area, as necessary

### Facilities Services will:

- Provide corrective action
- Restore operations

### IF THE GAS LEAK IS INSIDE:

- Do not turn on or off any electric device including light switches (arc prevention).**

### Public Safety will:

- Assess the situation and determine appropriate actions.
- Contact Fire Department
- Utilize evacuation procedures to evacuate the area/building affected.
- Provide situation/status reports to the Incident Commander.

### Public Safety, Facilities Services and Staff will:

- Open exterior windows to vent room/building.

### Facilities Services will:

- Contact Gas Company
- Direct the fire department and gas company to the location of the main and auxiliary gas shutoff valves.
- Close the main gas valve, if safe to do so.

### IF THE GAS LEAK IS OUTSIDE:

#### Public Safety will:

- Assess the situation and determine appropriate actions.
- Direct shelter-in-place until the threat is over.

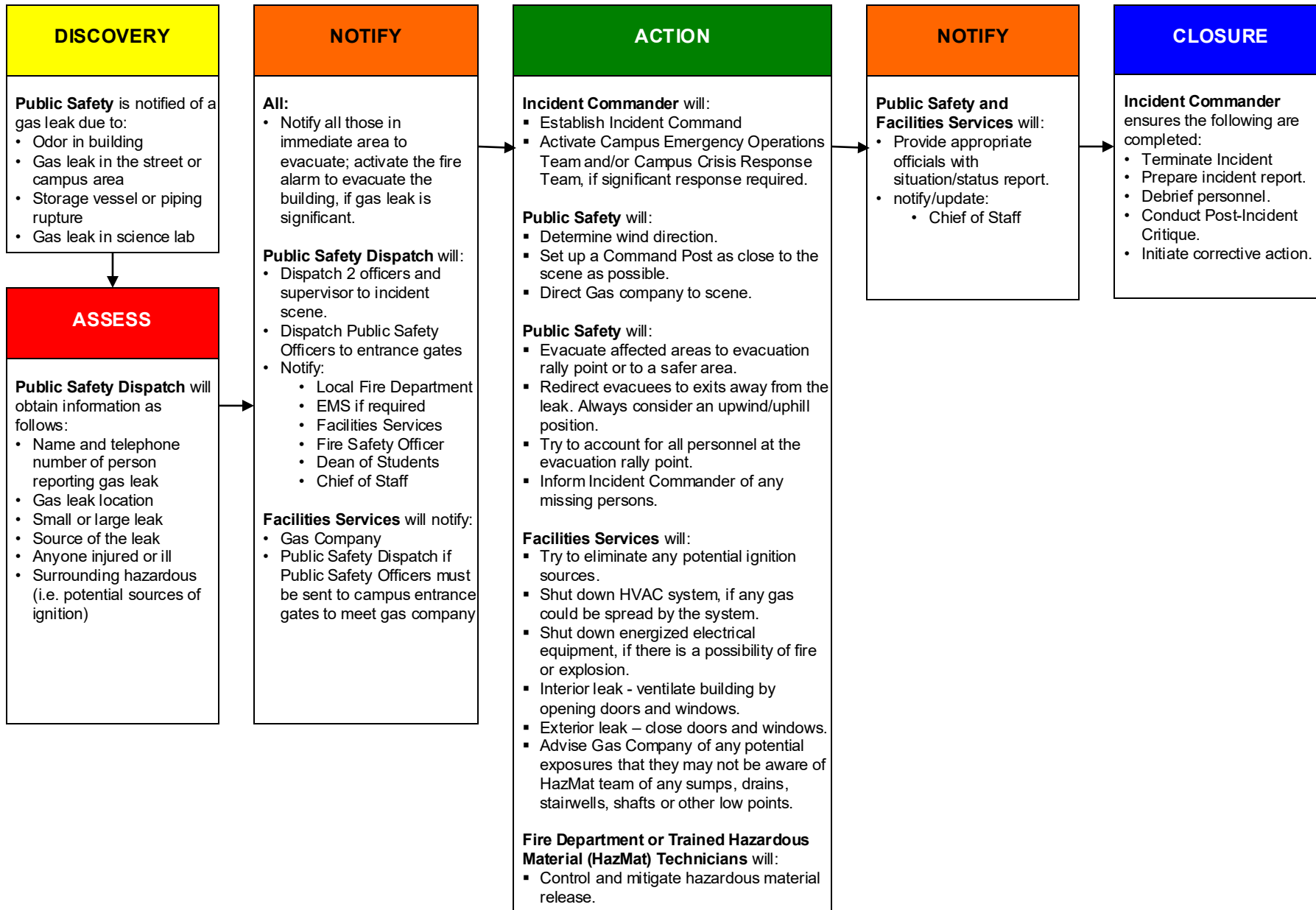
#### Facilities Services will:

- Notify Gas Company
- Keep exterior windows and doors closed as much as possible.
- Direct the fire department and gas company to the location of the main and auxiliary gas shutoff valves.

#### All:

- Move upwind of gas odor. Turn off **ALL** automobile engines in the area.
- If you are outside, return to the building.

# Natural Gas Leak



# Utility Outage

## ROLES & RESPONSIBILITIES

### Incident Commander

- Establish Incident Command
- Assess the situation:
- Determine appropriate actions.
- Verify the Fire Department has been notified.
- Conduct post-incident critique; prepare incident report; and initiate

### Public Safety

- Dispatch Public Safety Officers to scene
- Notify internal resources

### Facilities Services

- Notify utility company
- Support utility company personnel

## RELATED INFORMATION

In case of a power failure, the battery operated emergency lights and fire alarm systems will only operate for a limited time. Under all circumstances, day or night, when it has been determined that the power will be off for an extended period of time, a **Fire Watch** will be instituted by Public Safety in conjunction with Campus Life. In certain circumstances affected buildings may be evacuated as deemed necessary by Public Safety.

## RESPONSE PROCEDURES

### POWER FAILURE

#### Public safety will:

- Notify Facilities Services.
- If necessary, dispatch Public Safety Officers to the affected location.
- Set up a Command Post as close to the scene as possible.

#### Facilities Services will:

- Make necessary notifications to on-call personnel and/or other appropriate utility companies and outside agencies.
- Ensure that Public Safety is notified for even a partial outage. Partial outages also referred to as "brown outs" can cause severe damage to various equipment motors.
- Support utility company personnel

### GAS LEAKS

- Refer to Natural Gas Leak section in this plan.

### TELECOMMUNICATION FAILURE

Emergency situations causing telecommunications failure can be the result of a variety of incidents ranging from a simple power outage to a major weather event. Since telecommunications are the primary source of campus-wide communication in emergencies, suggested alternate procedures are listed in the event of a telecommunications failure.

#### Public Safety will:

- Notify Telephone Services and advise as to the scope and extent of the outage.
- Notify Facilities Services and IT
- Check alternative methods of communication such as electronic mail.

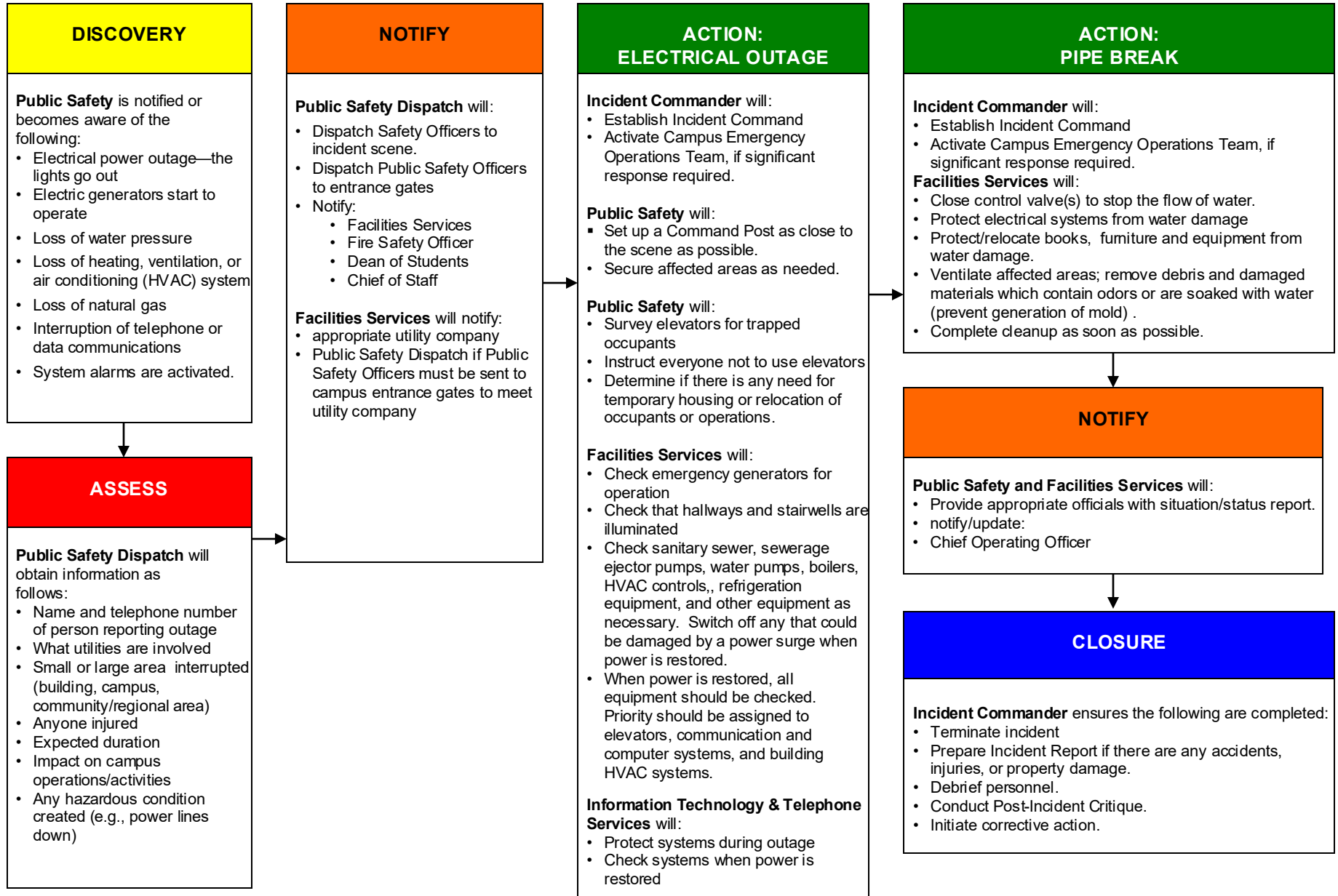
#### Public Safety and Facilities Services will:

- Try to establish temporary communication with handheld radios until telecommunication systems come back on line.

#### Facilities Services will:

- Notify utility company
- Support utility company personnel

# Utility Outage



# Severe Weather

(Refer to Annex L in Campus Emergency Management Procedures)

## Applies to:

Hurricane, Coastal Storm, Tornado, Thunderstorm, Heavy Rain, Flooding, Snow Storm, Blizzard, Sleet, Ice, and similar severe weather events

## ROLES & RESPONSIBILITIES

### Incident Commander

- Establish Incident Command
- Assess the situation:
- Determine appropriate actions.
- Conduct post-incident critique; prepare incident report; and initiate

### Public Safety

- Ensure weather conditions are monitored
- Consult with Chief Operating Officer regarding early dismissal or campus closure.
- Evaluate weather reports and take prescribed actions.
- Ensure emergency alert announcements are promptly broadcast.
- Provide situation/status report to Provost.

### Facilities Services

- Survey the campus and prepare for inclement weather.
- Periodically survey all areas of the building as defined herein.
- Supervise emergency generator, fire, and life safety systems.

## RELATED INFORMATION

**Advisories** - An advisory is issued when a less serious event is expected or is imminent within 12 hours.

**Watches** - A watch is issued for specific areas when the potential exists for an event to occur within 36 hours or less.

**Warnings** - A warning is issued for specific areas 24 hours or less before anticipated effects from an event is strongly expected or is imminent. Warnings are issued for specific areas 24 hours or less before anticipated effects occur from a winter or coastal storm.

*\*All advisories, watches and warnings are issued by the National Weather Service.*

## RESPONSE PROCEDURES

### ACTIVATION:

**Public Safety** will:

- After consultation with the Chief Operating Officer, implement these Severe Weather response procedures once the National Weather Service issues a Watch or Warning for the threat of or an actual severe weather occurrence that will impact the campus.

### ALERT AND NOTIFICATION:

**Public Safety** will:

- Upon official notification of an actual occurrence or the threat of severe weather impacting the campus, and after consultation with the Chief Operating Officer, immediately implement these response procedures to meet the needs of the situation with the primary concern being the safety of all persons on campus.

### ACTIVATE EMERGENCY OPERATIONS CENTER (EOC):

**Incident Commander** will:

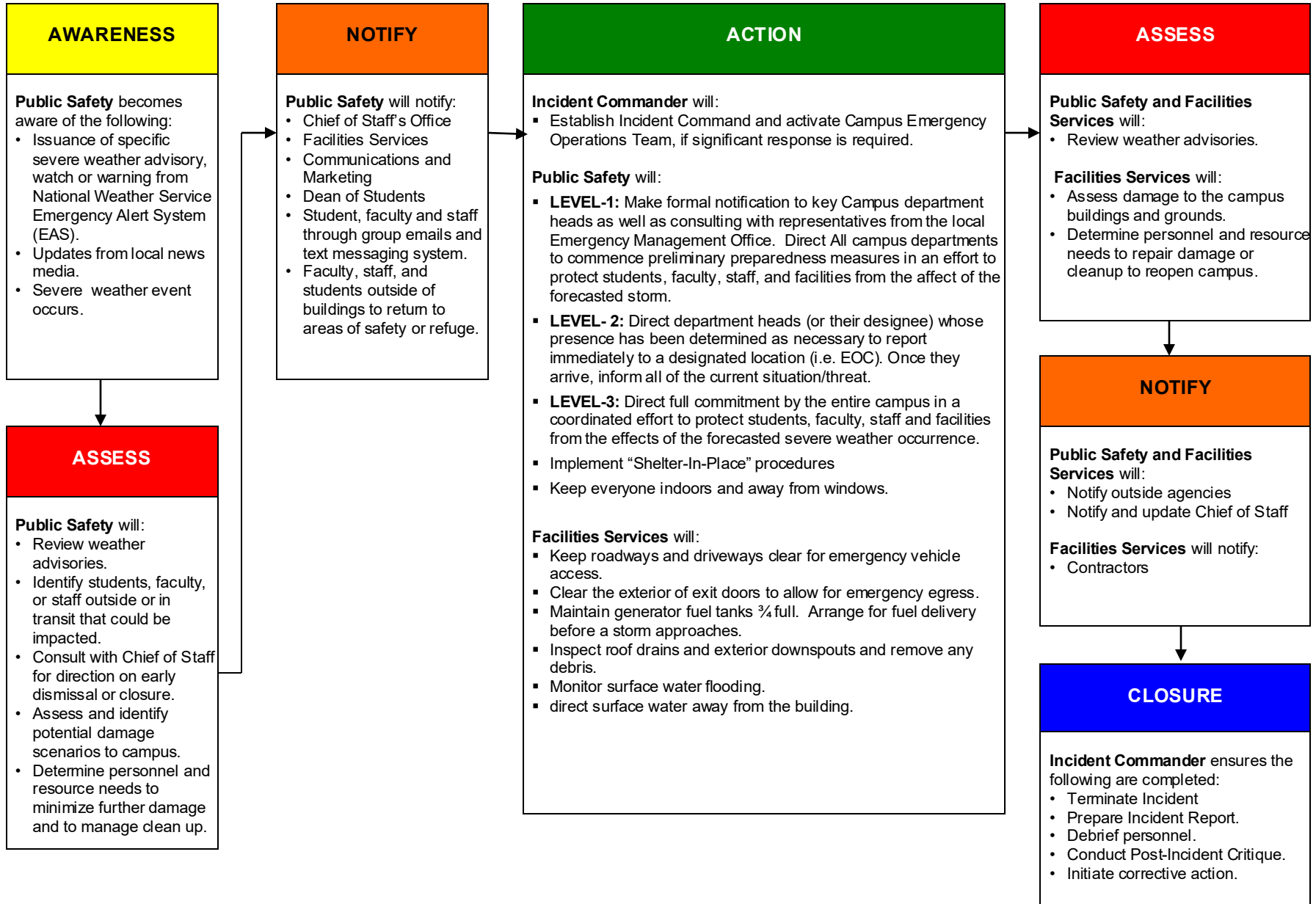
- Activate Emergency Operation Center as required by threat
- Activate Campus Emergency Operations Team as required by threat
- In the event of a small-scale weather occurrence impacting a particular facility or portion of the campus, certain ICS functions that normally operate from the Emergency Operations Center should have the ability to operate from a mobile or temporary Command Post if deemed necessary.

### RESPONSE LEVELS:

**Public Safety** will direct response based on these levels:

- LEVEL-1:** This level of activation requires Public Safety to make formal notification to key Campus department heads as well as consulting with representatives from the local County Emergency Management Office. All campus departments will be instructed to commence preliminary preparedness measures in an effort to protect students, faculty, staff, and facilities from the affect of the forecasted storm
- LEVEL- 2:** Those department heads (or their designee) whose presence has been determined as necessary will be directed by Public Safety to report immediately to the designated location in compliance with this procedure. Once all necessary departments and/or outside agencies have reported, a member of Public Safety will inform all representatives of the current situation.
- LEVEL-3:** This level represents a full commitment by the entire campus in a coordinated effort to protect students, faculty, staff and facilities from the effects of the forecasted severe weather occurrence.

# Severe Weather



# Criminal Behavior

(Refer to Annex G in Campus Emergency Management Procedures)

## ROLES & RESPONSIBILITIES

### Incident Commander

- Establish Incident Command
- Assess the situation; determine appropriate actions
- Verify local Police have been notified
- Conduct post-incident evaluation; prepare incident report; and initiate corrective action

### Public Safety

- Investigate any reports of violent felony offenses (as defined in subdivision one of Section 70.02 of the Penal Law of the State of New York) occurring on campus grounds.
- Coordinate the investigation of such crimes and reports with local Police.
- Handled all incidents professionally, confidentially and with the victim(s) and/or witness(es) safety and well-being of first and foremost concern.

### EMS

- Respond to, assess, and treat medical emergencies.

### Dean of Students

- Work with local Police on contacting the parent and/or guardian and provide details of incident.

### Campus Crisis Response Team

- Provide support and counseling to students, faculty or the staff.

## RELATED INFORMATION

Depending upon the type of offense committed, all criminal offenses will be classified as either *Violent Criminal Behavior* or *Non-Violent Criminal Behavior*.

- Violent Criminal Behavior** will include such offenses as rape, robbery, assault, sexual assault, sexual abuse, harassment or threats of violence to people or property.
- Non-Violent Criminal Behavior** will include such offenses as disorderly conduct, petit larceny, criminal mischief and other offenses that do not involve the threat of or involve physical and mental abuse or violence.

## RESPONSE PROCEDURES

### All:

- Should gunfire or discharged explosives occur, take cover immediately using all available concealment.
- All response personnel should remain calm and composed.
- Take universal precautions whenever there is a potential for contact with blood or other potentially infectious material. Treat all blood and body fluids as infectious. This is referred to as using *universal precautions*.

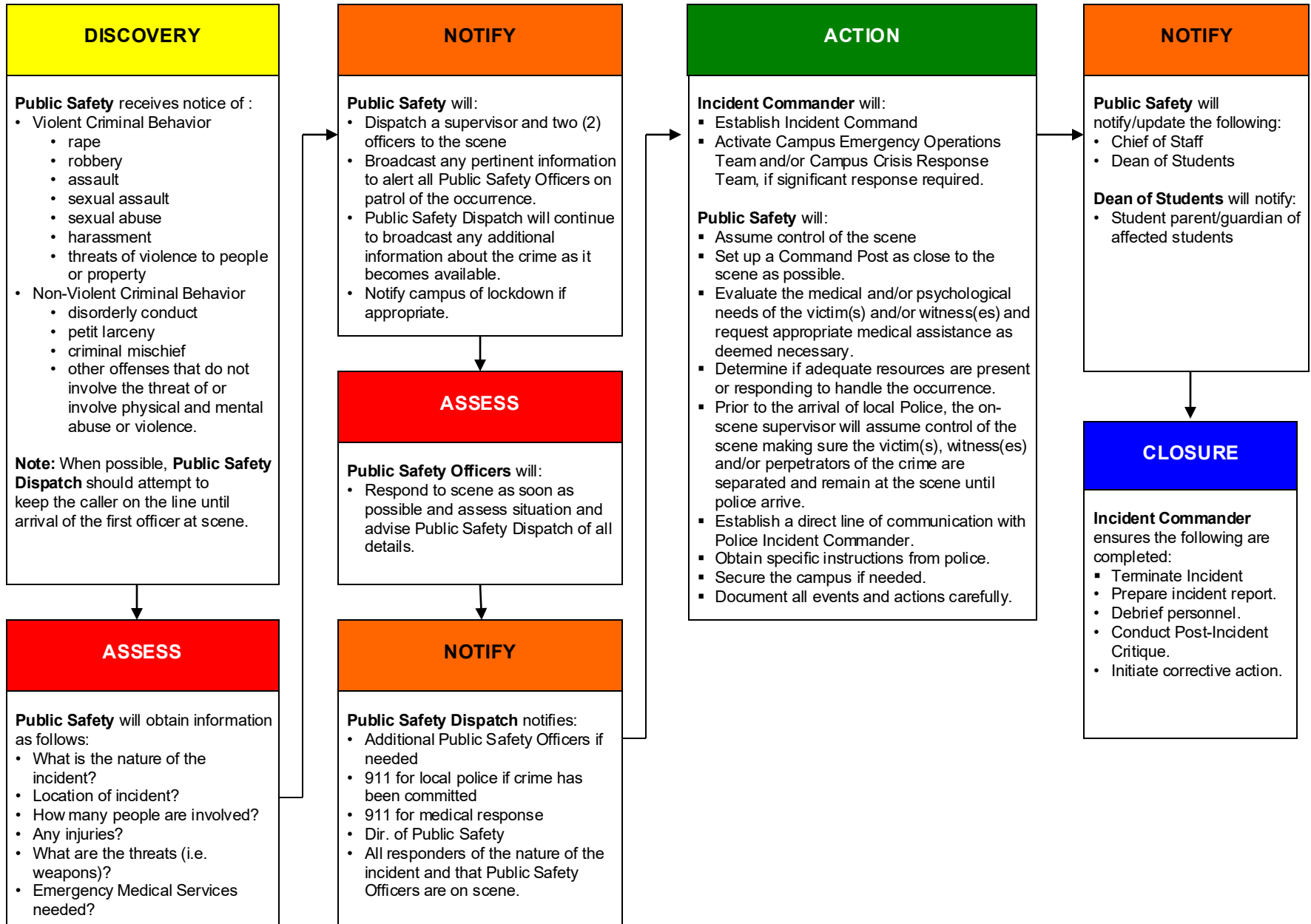
### Public Safety will:

- Dispatch a supervisor and two (2) officers to the scene, and broadcast any pertinent information to alert all officers on patrol of the occurrence.
- Set up a Command Post as close to the scene as possible.
- When possible, attempt to keep the caller on the line until arrival of the first officer at scene.
- Continue to broadcast any additional information about the crime as it becomes available.
- Respond to scene as soon as possible and assess situation.
- Make sure the scene is safe for all responders.
- Secure the scene, allowing **absolutely no access to anyone** except to local Emergency medical services, medical examiner and/or police representatives.
- Evaluate the medical and/or psychological needs of the victim(s) and/or witness(es) and request appropriate medical assistance as deemed necessary.
- Further evaluate the situation and determine if adequate resources are present or responding to handle the occurrence. After initially assessing the situation, he or she will notify dispatch of any additional details pertaining to the occurrence and if it's determined that a crime has **in fact been committed**, the local Police.
- Prior to the arrival of local Police, the on-scene supervisor will assume control of the scene making sure the victim(s), witness(es) and/or perpetrators of the crime are separated and remain at the scene until police arrive.
- Determine if campus should be placed in Lockdown.
- Arrange pathfinders to assist local Police to the scene.

### KEY HOSTAGE TIPS

- Be patient. Avoid drastic action
- The initial first 45 minutes are the most dangerous. Follow instruction, be alert and stay alive.
- Don't speak unless spoken to and then only when necessary. Don't attempt to rationalize with the captor.
- Expect the unexpected (mood swings, irrational actions)
- Do not make quick or sudden moves

# Criminal Behavior



# Missing Person, Abduction, Kidnapping

## (Refer to Annex I in Campus Emergency Management Procedures)

### ROLES & RESPONSIBILITIES

#### Incident Commander

- Establish Incident Command.
- Assess the situation; determine appropriate actions.
- Verify the medical responders and local Police have been notified.
- Provide situation reports to LIU President's Office.
- Conduct post-incident evaluation; prepare incident report; and initiate corrective action.

#### Public Safety

- Investigate any and all reports of a missing person on campus.
- Coordinate such investigations with local police based upon the circumstances.

#### Dean of Students

- Notify the parents, guardian and/or next of kin unless otherwise directed by local police or other law enforcement.

### RELATED INFORMATION

#### Important Information to Obtain

- Personal data and pedigree of missing person.
- Personal data and pedigree of reporting person.
- Description or identification of vehicle and/or other person or persons who may be involved or have information regarding the possible whereabouts of the missing student/person.
- Physical and/or mental conditions of the missing person to include any handicaps, disabilities, medications, or their mental state, such as being suicidal, etc.
- If person is a problem drinker and/or does the missing person use narcotics.
- If possible, a known destination or place the missing person may frequent.
- If person was ever reported missing before, for how long, and where subject was located.
- Dates and times when and where the missing person was last contacted or seen and by whom.
- Photo of missing person, if available.

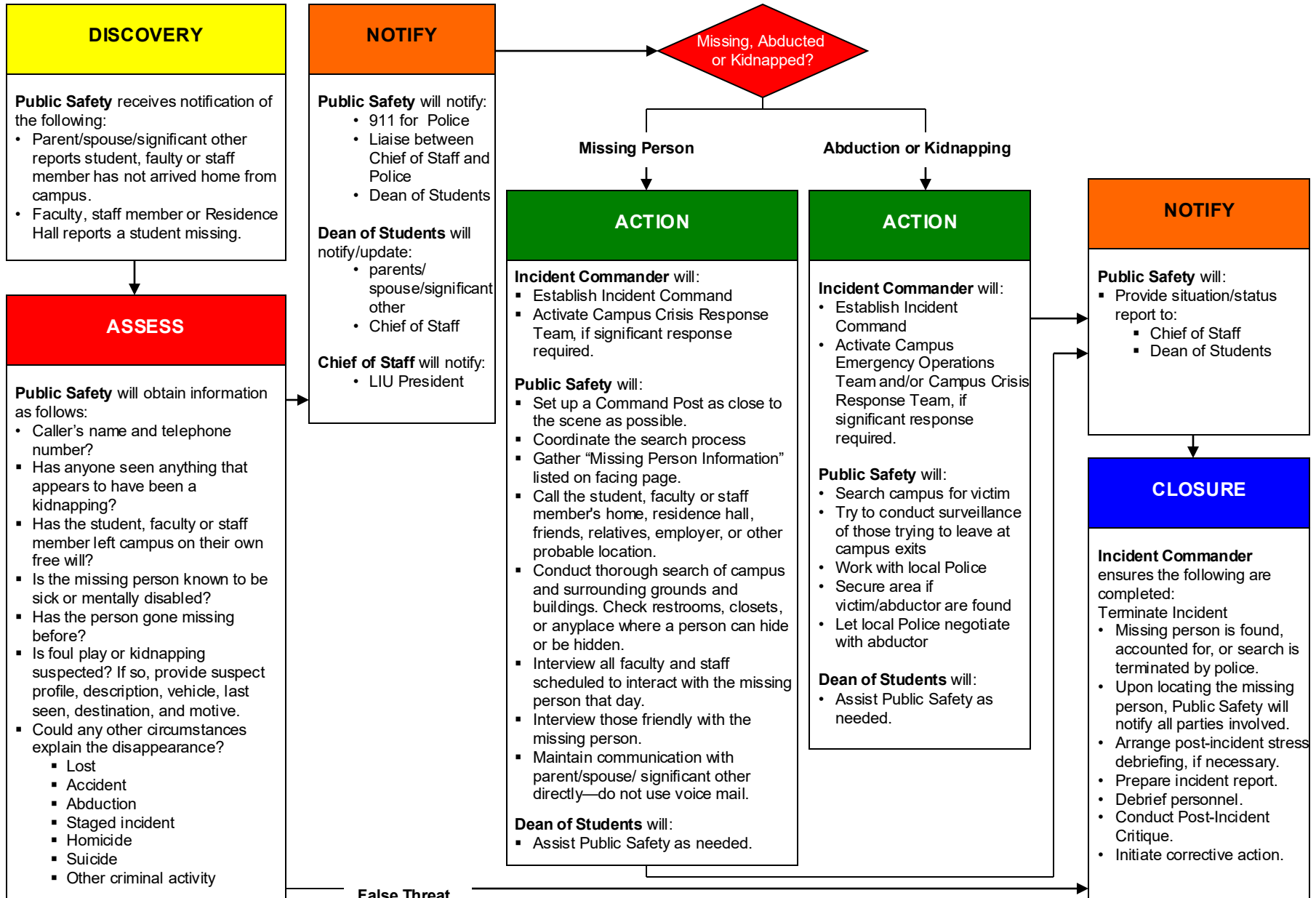
### RESPONSE PROCEDURES

If a student/person is unaccounted for, the person or persons who initially become aware of such an occurrence **must notify Public Safety immediately.**

**Public Safety** will upon receipt of a report of a missing student/person, immediately implement the following procedures:

- Dispatch a supervisor and two (2) officers to the location of the complainant.
- Upon arrival, the supervisor/officers will immediately interview the complainant and conduct an initial investigation to obtain as much information on the missing student/person as possible for a campus-wide broadcast.
- Set up a Command Post as close to the scene as possible.
- The supervisor on scene will be responsible for ensuring all appropriate policies and procedures are implemented, and all appropriate notifications are made regarding a missing student/person in accordance with Campus policy.
- If the initial investigation reveals extenuating circumstances regarding the missing student/person (i.e. mentally or physically impaired or handicapped, severely depressed or suicidal, etc.), the supervisor or officer taking the initial report will notify Public Safety Dispatch of these additional details and request additional assistance to begin a more extensive search.
- In addition, Public Safety Dispatch will broadcast the description and all pertinent details concerning the missing student/person, and immediately notify local Police giving them all required detail of the missing student/person and the known circumstances, and request their immediate response to the location.
- Upon arrival of additional assistance, the supervisor will begin to organize a search using all necessary support services, as circumstances require.
- Until the arrival of local Police, the supervisor on scene will assume control of the initial investigation and search for the missing student/person. In any event the on-scene supervisor will be responsible for ensuring that a proper investigation and search is being conducted until the arrival of local Police.
- Upon arrival of local Police, all available information regarding the missing student/person will be turned over to Police personnel. At that time the supervisor will relinquish ultimate authority to the Police.

# Missing Person, Abduction, Kidnapping



# Civil Disorder, Protests & Disturbances

(Refer to Annex J in Campus Emergency Management Procedures)

## ROLES & RESPONSIBILITIES

### Incident Commander

- Establish Incident Command
- Assess the situation; determine appropriate actions
- Verify local Police have been notified
- Provide situation reports to LIU President's Office
- Conduct post-incident evaluation; prepare incident report; and initiate corrective action

### Public Safety Officers

- Remain clam, neutral, impartial
- Call for local police support as a last resort

### Public Safety should continuously update:

- Chief of Staff
- Dean of Students
- Related departments, as necessary

## RELATED INFORMATION

- Demonstrations and picketing are permitted by the University and is lawful when managed properly.
- Examples of unlawful activity:
  - Obstruction of vehicle or pedestrian traffic
  - Trespassing into off limits areas
  - Obstruction of campus business
  - Threats of violence

### Campus Policy

It is the policy of Long Island University to provide uninterrupted day-to-day business, and to ensure that any person, whether a student, employee or authorized guest, has the freedom to enter or leave the campus at any time unimpeded by pickets and/or demonstrators. It will be considered illegal for demonstrators and/or pickets to unlawfully trespass on campus property or remain in a campus facility after being duly warned by campus officials to leave said property or facility.

Long Island University will allow person(s) to demonstrate and/or picket to present their views in a rational manner. But first they must apply for a permit through the Dean of Students. Any acts of civil disorder that will disrupt day-to-day business or endangers students, faculty, staff or administrators will not be permitted or tolerated and those person(s) will be prosecuted to the fullest extent of the law. In addition, the Campus retains the right to exclude anyone from Campus found to be disseminating non-instructional information under the guise of conducting normal campus business.

## RESPONSE PROCEDURES

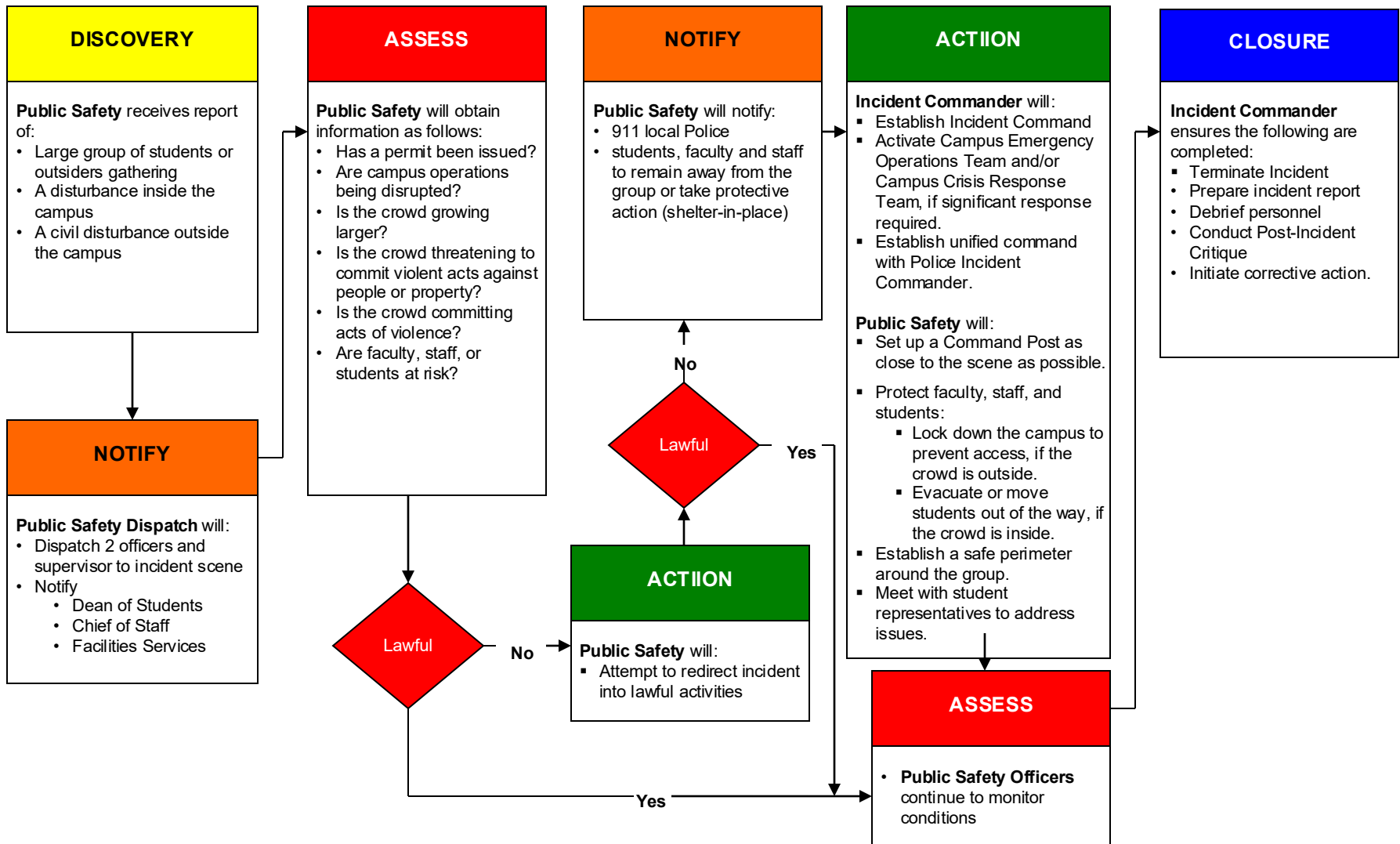
### Public Safety will:

- Be present at all events to help ensure the event stay within lawful boundaries.
- Set up a Command Post as close to the scene as possible.
- Monitor the incident
- Always encourage lawful behavior.
- Call for local Police support when activities are deemed unlawful, are getting worse, or there is threat to the safety of personnel
- Take photos of protestors
- Document any physical damage
- Depending on the situation, campus areas may be closed to traffic (persons and/or vehicles) and alternate means of entrance/exit to the campus may be established.
- For escalating and disorderly situations, notify appropriate local Police for assistance.
- Continue to monitor and provide frequent reports/updates to the Chief of Staff.

### Incident Commander/Chief of Staff will

- Activate the Emergency Operation Center, if required.
- Activate the Campus Emergency Operations Team, if required

# Civil Disorder, Protests & Disturbances



# Bomb Threats

(Refer to Annex E in Campus Emergency Management Procedures)

## ROLES AND RESPONSIBILITIES

### Incident Commander

- Establish Incident Command
- Assess the situation; determine appropriate actions
- Verify local Police have been notified
- Provide situation reports to LIU President's Office
- Conduct post-incident evaluation; prepare incident report; and initiate corrective action

### Public Safety Officers

- Investigate bomb threat
- Oversee bomb search

## RESPONSE PROCEDURES

In the event a bomb threat is received, the call taker will attempt to ascertain as much information as possible from the caller. A copy of the *New York State Police Bomb Threat Instruction Card* will be provided by Public Safety to ensure that specific questions are asked in order to obtain pertinent information. A bomb threat instruction card and check list should be located by every campus phone. In addition, the call taker must contact *Public Safety immediately*. Public Safety Dispatch will immediately implement the following:

### Public Safety will:

- Notify local Police of the occurrence.
- Set up a Command Post at safe location.
- Assign two (2) officers and a supervisory officer to the location of the threat to evacuate and secure the area if necessary.
- Assign one officer to each campus gate to direct responding police and fire apparatus to the exact location. In addition, officers assigned to the gates may close the campus prohibiting non-emergency response vehicles and/or pedestrian traffic access to the campus.
- Assess available staff in the event additional officers are needed to assist with evacuation of the building or to secure the scene and/or entire campus.

### TELEPHONE CALLS

#### Person receiving call should:

- Remain calm.
- Refer to Bomb Threat Instruction Card.
- Signal another staff member to listen, if possible.
- If phone is equipped with Caller ID, record caller's number.
- Keep the caller on the line as long as possible. Ask the caller to repeat the message. Record every word spoken.
- If the caller does not indicate the location of the bomb or the time of detonation, ask.
- Inform caller the campus is occupied and detonation of a bomb could result in death or serious injury to many innocent people.
- Pay particular attention to background noises, such as motors running, music playing, and any other noise which may give a clue about the caller's location.
- Listen closely to the voice (male, female), voice quality (calm, excited), accents, and speech impediments.
- Fill out the Bomb Threat instruction card, including detailed questions.
- Notify Public Safety, but do not broadcast for others to overhear.

### ELECTRONIC MAIL THREATS

#### Person receiving mail threat should:

- Leave the e-mail message open on the computer until assistance arrives.
- Notify Public Safety.
- Print the message.
- Save the e-mail.

CONTINUED ON NEXT PAGE

# Bomb Threats

(Refer to Annex E in Campus Emergency Management Procedures)

## RESPONSE PROCEDURES (CONT.)

### **WRITTEN THREAT**

**Person who comes across the written threat** should:

- Call Public Safety
- Handle the item as little as possible.
- On a separate piece of paper, re-write the threat exactly as it reads. On the copy, also record:
  - Where the item was found
  - The date and time you found the item
  - Any situations or conditions surrounding the discovery
  - Any other person you are aware of who saw the threat

**Public Safety** will:

- Secure the original item. If small, place in a bag or envelope.
- DO NOT fold, crumple, tear, or mark the item in any way.
- If threat is on a large object, such as a wall, secure the location.

### **VERBAL THREATS**

**Person receiving the verbal threat or Public Safety**

- If person leaves, note direction of travel
- Notify Public Safety.
- Note the description of the person who made the threat:
  - Name, if you know them
  - Race, Sex
  - Type and color of clothing
  - Body size, Hair color
  - Distinguishing features
- Write down the threat exactly as it was communicated to you:
  - Exact wording
  - Who made the threat
  - The date and time of the threat
  - Where the person who made the threat is now
  - For rumors, write down known information.

# Bomb Threats

## THREAT ASSESSMENT

### Public Safety will:

- Evaluate all available information about the threat:
  - Are there any notable circumstances at the time of the threat (e.g., well publicized series of bomb threats elsewhere, exams, athletic event with arch rival)?
  - Was the caller very specific and deliberate? Did the caller repeat the message? In this situation, the bomber wants to be sure that the message is accurately understood.
  - Did the caller provide a detailed and accurate description of the location of the device?
  - Did the caller provide a code word to verify the authenticity of the threat? The police, once notified, should understand what the code word means.
- Generally, the more information provided by the caller, the greater the chance that the call is real.
- If the threat comes from a known student, interview the student, his/her faculty, friends, and parents.
- Confer with local Police. Then decide whether to:
  - Evacuate immediately.
  - Conduct a search and evacuate if a suspicious item found.
  - Do nothing.
- Work with local Police can determine immediate and long-term appropriate actions.

**NOTE:** Bomb Threat Order and Search Techniques should only be supervised by Public Safety.

## BOMB SEARCH ORDER

### Public Safety will direct all bomb search orders:

- Any area identified in the threat
- Building exterior, starting at building and working outward to 50 ft.
- Parking lot, including cars
- Interior areas with public access:
  - Public restrooms
  - Lobbies
  - Stairwells
  - Hallways
  - Gym or Auditorium
  - Cafeteria
- Interior non-public areas:
  - Classrooms
  - Administration offices
  - Staff lounge
- Secure interior areas:
  - locked offices
  - locked closets
  - locked maintenance areas
  - monitored locations (office)
- Outbuildings:
  - Maintenance sheds
  - Exterior restrooms
  - Fieldhouses
  - Stadiums and athletic fields
- Roof

## SEARCH TECHNIQUES

### Public Safety will direct/oversee all search techniques:

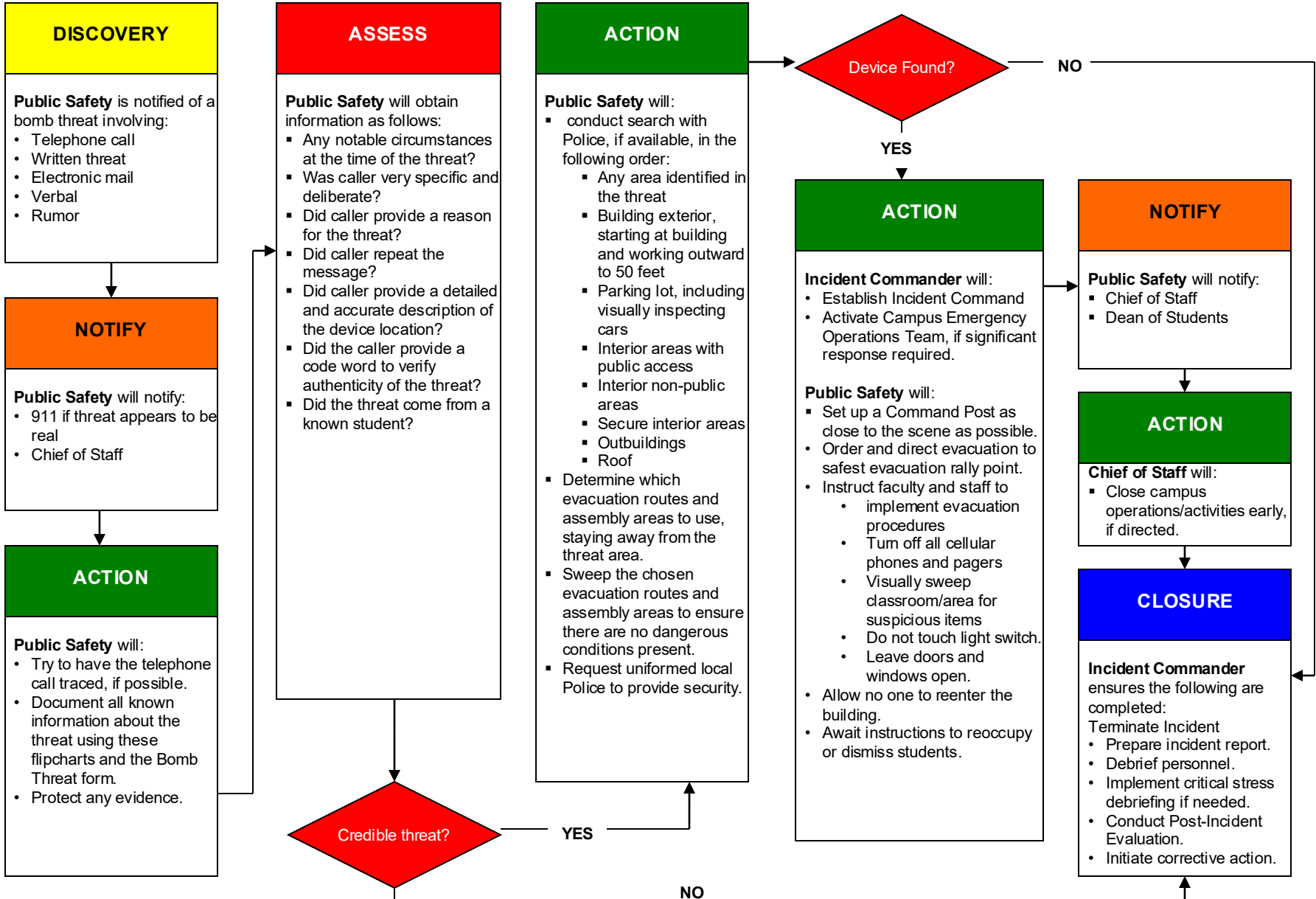
- Enter room, close eyes and listen.
- First sweep height is floor to hip.
- Second sweep from the hip to eyes.
- Third sweep is from eyes to ceiling.
- If room has false/ suspended ceiling, conduct fourth sweep to investigate.

## EVACUATION

### Public Safety will direct all evacuation during a bomb threat:

- Set up a Command Post in safe area.
- Determine which evacuation routes and assembly areas to use, staying away from the threat area.
- Sweep the chosen evacuation routes and assembly areas to ensure there are no dangerous conditions present.
- Request local Police to assist.
- When the evacuation order is given, inform faculty, and staff to proceed to appropriate evacuation rally point or to a safer area.
- Instruct faculty, and staff to:
  - Direct everyone to gather personal belongings.
  - Turn off all cellular phones and pagers.
  - Visually sweep classrooms/areas for suspicious items.
  - Do not touch light switches.
  - Leave doors and windows open.
  - Lead everyone out of the building and to the evacuation rally point or to a safer area.
  - Try to account for all personnel
  - Try to keep everyone together. Do not allow anyone to leave the area.
  - Do not allow anyone to reenter the building or go anywhere besides the designated evacuation rally point or safer area chosen to assemble.
  - Await further instructions from Public Safety and/or local Police.

# Bomb Threats



# Suspicious Package

## ROLES & RESPONSIBILITIES

### Incident Commander

- Establish Incident Command
- Assess the situation; determine appropriate actions
- Verify local police has been notified
- Provide situation reports to LIU President's Office
- Conduct post-incident evaluation; prepare incident report; and initiate corrective action

### Public Safety

- Investigates any reports of suspicious package on campus grounds.
- Coordinates response and investigation with local Police.

## RELATED INFORMATION

### Mail Handling Guidelines

Packages and letters received on campus have been screened to an extent by both the U.S. Postal Service and the campus post office. In the event, however, that a highly suspicious letter or package is received, the Public Safety should be notified.

The U.S. Postal Service (USPS) in cooperation with the Center for Disease Control (CDC) has established the following guidelines related to biological or chemical hazards as well as possible explosive devices.

**How to identify suspicious packages and letters:** Some characteristics of suspicious packages and letters include the following:

- Powder in or on the envelope
- Excessive postage
- Handwritten or poorly typed addresses
- Incorrect titles
- Title, but no name
- Misspellings of common words
- Oily stains, discoloration or odor
- No return address
- Excessive weight
- Lopsided or uneven envelope
- Protruding wires or aluminum foil
- Excessive security material such as masking tape, string, etc.
- Visual distractions
- Ticking sound
- Marked with restrictive endorsements, such as "Personal" or "Confidential"
- Shows a city or state in the postmark that does not match the return address

## RESPONSE PROCEDURES

**Public Safety** will direct/oversee the following response procedures:

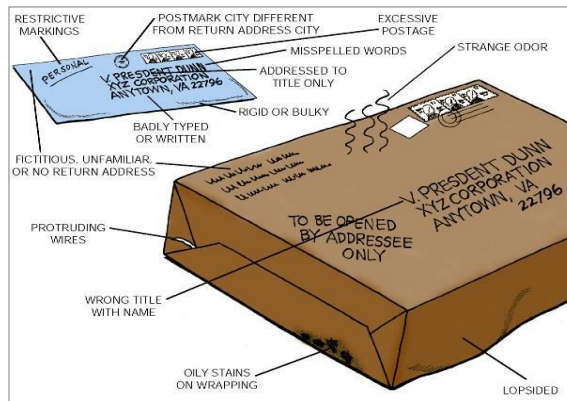
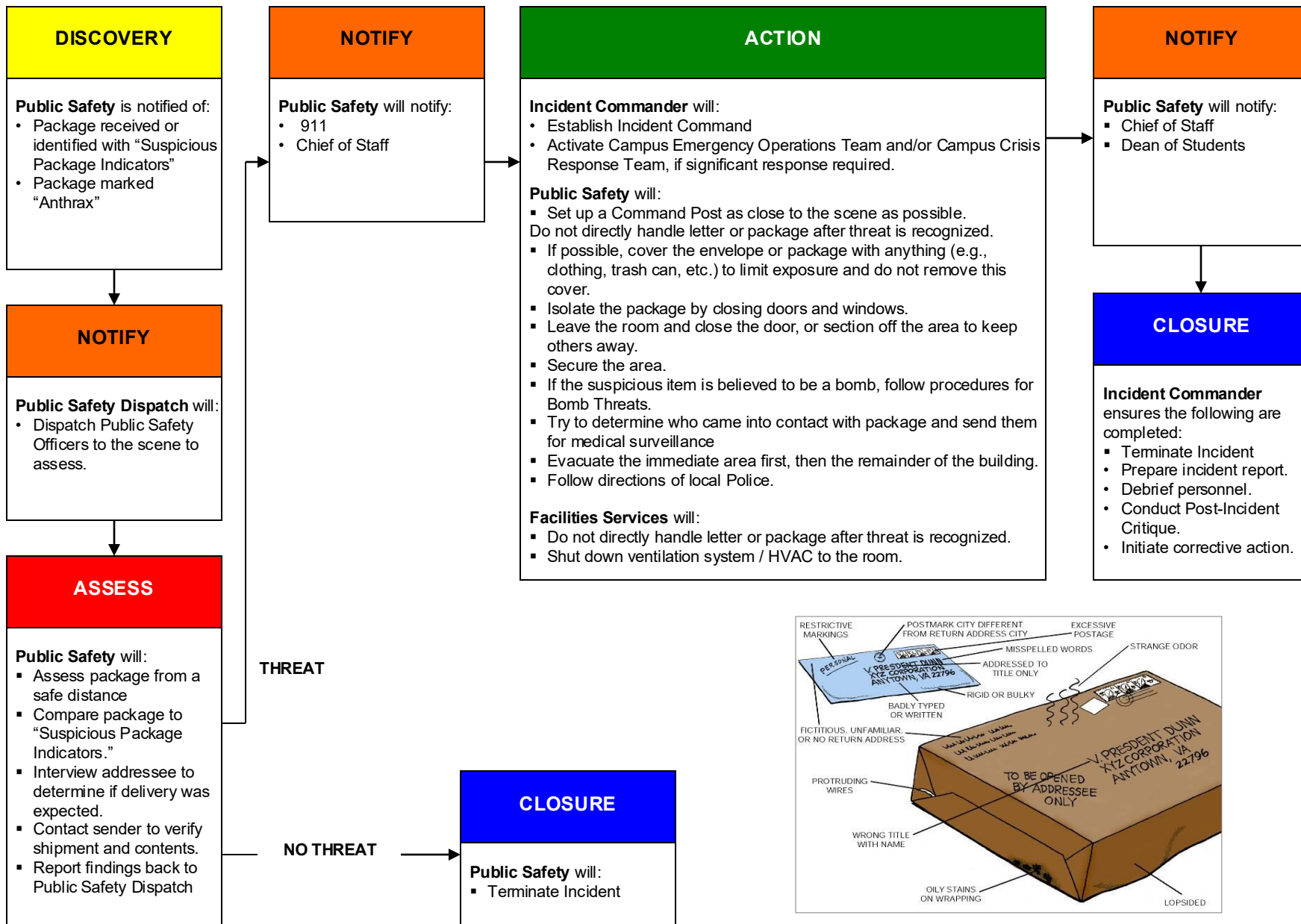
### Suspicious letter or package marked with threatening message:

- DO NOT PANIC.
- Do not shake or empty the contents of any suspicious envelope or package.
- Do not directly handle letter or package after threat is recognized.
- If possible, cover the envelope or package with anything (e.g., clothing, trash can, etc.) to limit exposure and do not remove this cover.
- Leave the room and close the door, or section off the area to keep others away.
- Alert everyone in adjacent areas that a suspicious letter or package has been found and direct them to clear the area.
- If the suspicious item is believed to be a bomb, evacuate the building and follow procedures for Bomb Threats.
- Wash your hands with soap and water to prevent spreading any powder to your face.
- List all people who were in the room or area when this suspicious letter or package was recognized.
- Follow the instructions of local Police.
- Public Safety without making direct contact with the suspicious item, will record all available information from all sides:
  - Name and address of addressee and sender
  - Post office codes, stamps, and cancellation date
  - Any other markings or labels found on the item
  - Any other peculiarities (stains, tears, tape, flaps not glued)
  - If possible, photograph from all sides without moving.
  - Contact the addressee to determine if package was expected.
  - If the package can not be verified as legitimate within a reasonable period, notify police and U.S. Postal Service or appropriate common carrier.

### Envelope with powder and/or powder spills out onto surface:

- Do not try to clean up the powder. Cover the spilled contents carefully and immediately with anything (e.g., clothing, paper, trash can, etc.) and do not remove the cover.
- Leave the room and close the door, or section off the area to prevent others from entering the area.
- Direct Facilities Services to shut down all air handling systems (HVAC) in the building.
- Remove heavily contaminated clothing as soon as possible and place in a plastic bag, or some other container that can be sealed. This clothing bag should be given to emergency responders for proper handling.
- all who have come into contact with suspicious powder should shower with soap and water as soon as possible. Do not use bleach or other disinfectant on you skin.
- List all people who were in the room or area, especially those who had actual contact with the powder. Give this list to health care personnel.
- Follow the instructions of local Police and health care personnel.

# Suspicious Package



# Terrorism – Chemical or Biological Incident

## ROLES & RESPONSIBILITIES

### Incident Commander

- Establish Incident Command
- Assess the situation; determine appropriate actions
- Verify local Police have been notified
- Provide situation reports to LIU President's Office
- Conduct post-incident evaluation; prepare incident report; and initiate corrective action

### Public Safety

- Investigate any threats or incidents
- Coordinate the investigation of such incidents with local Police agencies

### Campus Crisis Response Team

- Provide support and counseling to students, faculty or the staff.

## RELATED INFORMATION

**Biological:** Bioterrorism is the intentional use of biological agents, or germs, to cause illness. Biological agents are viruses, bacteria, fungi, and toxin from living organisms that have illness-producing effects on people plants, or livestock. The effects of a biological agent disseminated in a public place may not be known immediately because of the delay between exposure and onset of illness. Those most likely to identify the symptoms of such attacks, therefore, are the primary care physicians. Campus staff may be the first to detect an illness from a biological attack. Among the biological agents of greatest concern are: anthrax, smallpox, plague, and botulism. A biological agent may be introduced to the system through the skin, or by ingestion or inhalation.

**Chemical:** Chemical terrorism involves the dissemination of chemical agents to deliberately harm or incapacitate people. Terrorists typically reserve use of chemical agents for use on civilian populations. Chemical agents are poisonous gasses, liquids, or solids that have a toxic effect on people, animals, or plants. They are introduced through inhalation or absorption through the skin or mucous membranes from food, water, or the air. An acute chemical event develops rapidly in a defined geographic area. The effects will be immediate and obvious. Types of chemical agents used by terrorists may include nerve, blood, blister, pulmonary, and incapacitating agents; heavy metals; volatile toxins; pesticides; explosive nitro compounds; flammable or poisonous industrial gases, solids, or liquids; or corrosive industrial acids and bases.

## RESPONSE PROCEDURES

**Public Safety** will direct/oversee the following response procedures:

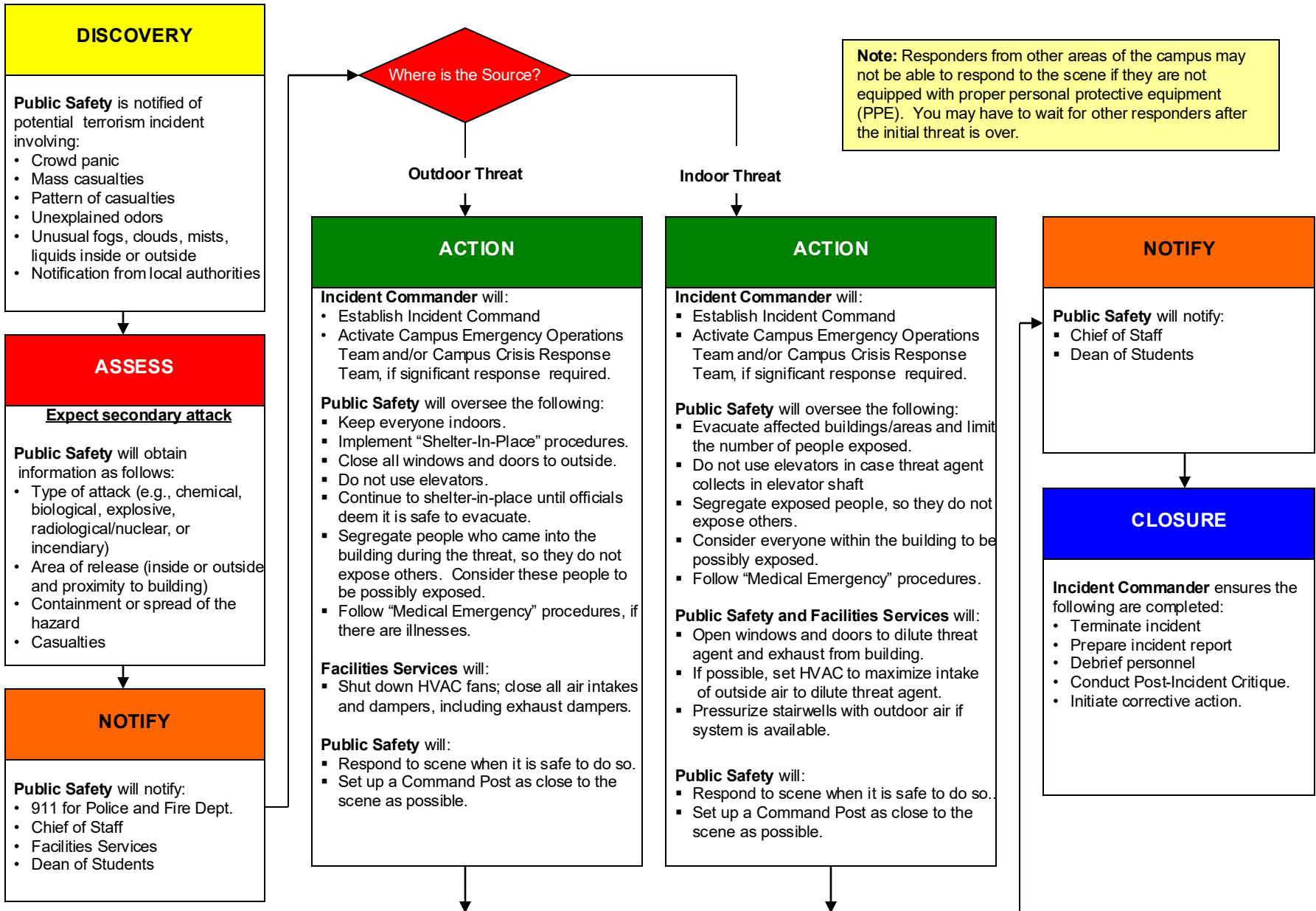
### OUTSIDE ATTACK

- Call Emergency **911**
- Stay calm and keep students, faculty and staff calm.
- Try to identify origin and length of symptoms.
- Ensure local health department is contacted.
- Establish Incident Command.
- Advise of illnesses/anyone in immediate danger.
- Establish a location for shelter-in-place, decontamination, or quarantine at the direction/approval of the incident commander.
- Close all doors and windows.
- Get Facilities Services to shut down the HVAC system. (Limit airflow from outside)
- Keep everyone inside building.
- Anyone that may have been exposed should wash with soap and water.
- Isolate everyone who was in the immediate area for exposure evaluation by healthcare personnel.
- Remain in the designated area until directed by outside emergency response agencies.

### INSIDE ATTACK

- Call Emergency **911**.
- Stay calm and keep students, faculty and staff calm.
- Try to identify origin and length of symptoms.
- Ensure local health department is contacted.
- Establish Incident command.
- Do not try to clean up the spill.
- Get Facilities Service to provide ventilation to the affected area by opening the windows and turning on exhaust fans.
- Implement the appropriate emergency procedures (i.e., classroom evacuation) to ensure that students, faculty, and staff are not exposed to danger.
- Establish a location for evacuation, decontamination, or quarantine at the direction/approval of the Incident Commander.
- Direct the students, faculty and staff to go immediately, in a calm and orderly manner, to the agreed-upon designated evacuation rally point or safer area.
- If possible, control access to the affected area by closing all doors.
- Check for adverse medical symptoms (shortness of breath, fainting, etc.) and request immediate medical attention, if necessary.
- Anyone that may have been exposed should wash with soap and water.
- Isolate everyone who was in the immediate area for exposure evaluation by public health personnel.
- Remain in the designated area until directed by the outside emergency response agencies.

# Terrorism – Chemical or Biological Incident



# Terrorism – Radiological or Nuclear Incident

## ROLES & RESPONSIBILITIES

### Incident Commander

- Establish Incident Command
- Assess the situation; determine appropriate actions
- Verify local Police have been notified
- Provide situation reports to LIU President's Office
- Conduct post-incident evaluation; prepare incident report; and initiate corrective action

### Public Safety

- Investigate any threats or incidents
- Coordinate the investigation of such incidents with local Police

### Campus Crisis Response Team

- Provide support and counseling to students, faculty or the staff.

## RELATED INFORMATION

There are two primary scenarios for a nuclear or radiological attack. One is the detonation of a nuclear bomb. The second scenario is the detonation of a conventional explosive device incorporating nuclear materials (a so-called "dirty bomb" or radiological dispersal device). This section applies mostly to response to a "dirty bomb".

A "dirty bomb" would consist of radioactive material wrapped around a core of conventional high explosives, which upon detonation would spew radioactive particles into the environment.

Radiation is an invisible hazard. There are no initial characteristics or properties of radiation itself that are noticeable. Unless the nuclear/radiological material is marked to identify it as such, it may be some time before the hazard has been identified as radiological. The following signs may be the only indication of a nuclear or radiological incident prior to deployment of monitoring equipment:

- A stated threat to deploy a nuclear or radiological device
- The presence of nuclear or radiological equipment (e.g., spent fuel canisters or nuclear transport vehicles)
- Nuclear placards or warning materials, along with otherwise unexplained casualties

## RESPONSE PROCEDURES

**Public Safety** will direct/oversee the following response procedures:

**Assuming release is outside or off campus:**

### IF YOU ARE OUTDOORS

- Stay calm and keep students calm.
- Spend the shortest amount of time possible exposed to the radiological hazard.
- Distance yourself from the hazard area, upwind and uphill, whenever possible. The greater the distance from the source of harm, the less the exposure.
- Take advantage of any available shielding from radiation exposure, including vehicles, buildings, walls, and Personal Protective Equipment (PPE).
- Direct everyone inside as soon as possible and seek shelter.
- Listen for official instructions and follow directions.
- Continue with the Indoor emergency response guidelines that follow.

### IF YOU ARE ALREADY INDOORS

- Stay calm and keep students calm.
- Listen for official instructions and follow directions.
- Spend the shortest amount of time possible exposed to the radiological hazard.
- Take advantage of any available shielding from radiation exposure; close windows and doors.
- If possible, turn off any ventilation leading outdoors (i.e. heating, air conditioning, ventilation, etc.).
- Ensure that no one chews gum, eats, drinks or places objects in their mouth.
- Have everyone cover nose and mouth with handkerchief, paper towels or other materials. Inhalation is the primary route of entry for particulate radiation.
- Cover up food not in containers or put it in a refrigerator.
- Wait for further directions from outside emergency agencies.
- When directed, move everyone to specifically identified basement or lower level rooms. Interior hallways as an alternate.
- Report those who may have been exposed to healthcare personnel.
- Contamination should be removed as soon as possible. Standard clothing provides some protection, although the longer radioactive material is allowed to remain on clothing or on the skin, the greater the level of exposure and risk of short- and long-term health effects.
- Isolate uninjured persons or equipment from those contaminated or injured.

# Terrorism – Radiological or Nuclear Incident

