

Summary of St. Francis College Emergency Action Plan Last Updated January 5, 2011

PLEASE NOTE: ALL PHONE EXTENSIONS CAN BE REACHED FROM AN OUTSIDE LINE BY DIALING (718) 489-THEN THE 4 DIGIT EXTENSION.

To report a life threatening emergency, call 911 immediately. From an internal phone dial 9-911.

To report a fire, pull the red pull switch at a pull station which will sound the fire alarm bell. Pull stations are located near all emergency staircases.

If you see or smell fire or smoke during business hours, call the Facilities Emergency Line at ext. 5333 or (718) 489-5333.

If someone is sick, call ext. 5333 or (718) 489-5333 or the school Nurse, Deb Seaton at ext. 5366

If a student is involved in an emergency situation, please notify the Dean of Students at ext. 5315 or (718) 489-5315, if the Dean of Students is unavailable; please notify the Academic Dean at ext. 5290. If the Dean is unavailable then notify the President's office at ext. 5254.

If an employee is involved with an emergency situation, please notify the Director of Human Resources at ext. 5256 or (718) 489-5256. If you cannot reach the Director of HR, you may notify the VP for Finance at ext. 5352. If the VP for Finance is unavailable, then please notify the President's office at ext. 5254.

For Emergency Update information, check the College's homepage www.sfc.edu , or call (718) 522-2300 for a recorded message. Faculty, staff and administrators may check their voicemail at (718) 489-5400.

We urge all students, faculty, staff and administrators to register for **SFCALERTS**, the college's emergency notification system, that will automatically send the campus community an emergency message to your cell phone and home in not more than 30 minutes of a significant emergency or dangerous situation involving an —an immediate threat|| on campus.. Please visit www.sfc.edu/sfcalerts . If you need your authorization code, please contact jbaker@sfc.edu . This is not a substitute for reading the entire plan and attending trainings.

Evacuation Plans: DO NOT USE ELEVATORS OR ESCALATORS

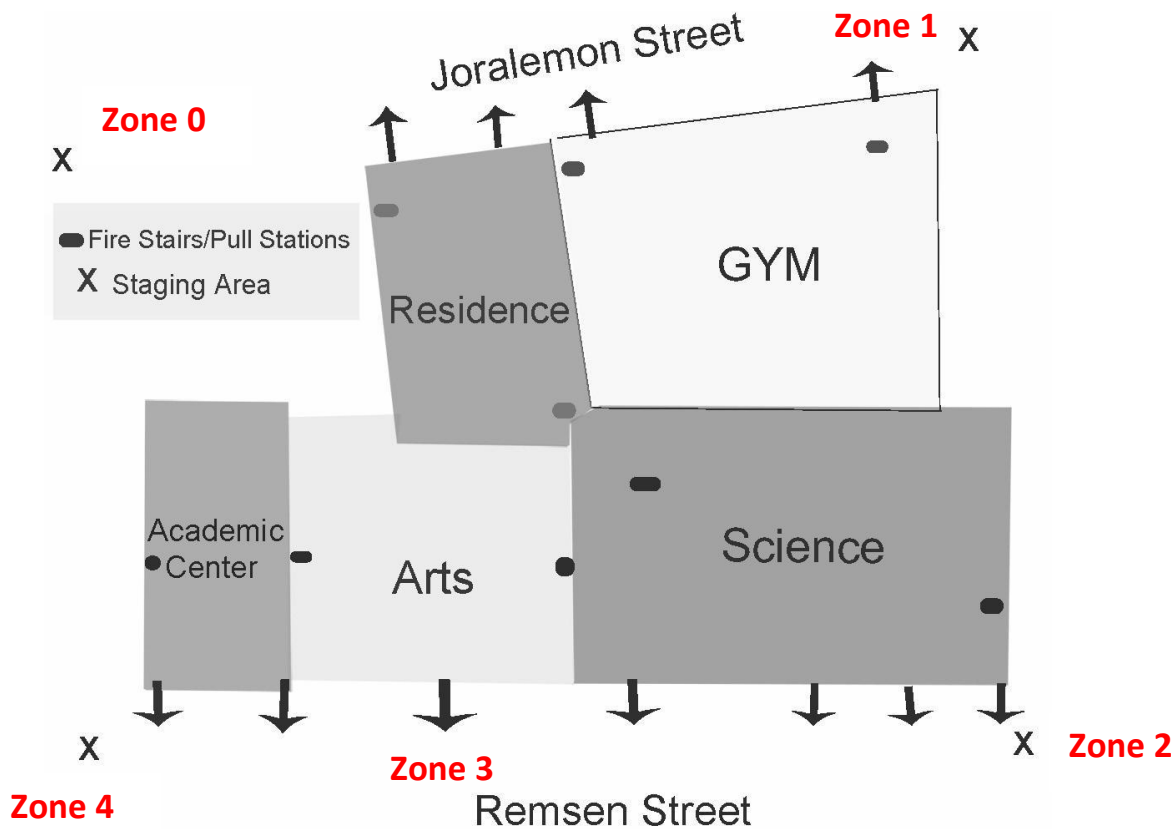
Cafeteria (ZONE 0)-Use emergency exits on to Joralemon St. and gather in front of Catholic Charities Building

Gymnasium and Genovesi Center (ZONE 1)-Use emergency exits on to Joralemon St. and gather on the corner of Clinton and Joralemon Streets.

From the Science Building (ZONE 2)-Use Main Lobby doors and doors in Callahan Center to Church Co-op on Remsen Street

From the Arts Building (ZONE 3)-Use Emergency Exits near the elevator and Chapel to Hale and Hearty on Remsen Street

From the Academic Center (ZONE 4): Emergency exits on the 1st floor in the Computer Lab to Hale and Hearty on Remsen Street



EMERGENCY ACTION PLAN

**ST. FRANCIS COLLEGE
180 REMSEN STREET
BROOKLYN, NY 11201**

**Report any emergencies to:
Facilities Emergency Line at (718) 489-5333**

Call 911 for life threatening emergencies

TABLE OF CONTENTS

Page

Chapter 1 Introduction	4
Chapter 2 Chain of Command for Various Incidents	5
For incidents affecting Campus Facilities	5
For incidents in the Dorm	5
For incidents involving Students	5
For incidents involving Employees	5
For incidents involving Student Athletes	5
For incidents during Community Events on campus	5
Fire Wardens	6
Chapter 3 Evacuation Procedures	7
Chapter 3A Evacuation Procedures for People with Disabilities	7
Employee Emergency Assignments	10
Evacuation Routes	11
Chapter 4 Fire or Smoke Emergency	14
Chapter 5 Power Failure	15
Chapter 6 Severe Weather	15
Chapter 7 Flooding	16
Chapter 8 Hazardous Substances	17
Chapter 9 Explosions	17
Chapter 10 Bomb Threats	17
Chapter 11 Elevator Failure	18
Chapter 12 Emotionally Disturbed Student	18
Chapter 13 Crisis Communication Plan	19
Evacuation Map	25

Chapter 1: INTRODUCTION

St. Francis College is dedicated to the safety of all students and staff in our College. For this reason, the Emergency Action Plan (EAP) covers the steps to take in an emergency situation. The information contained herein coupled with calm and thoughtful action will ensure the maximum safety of all. Each member of the staff is expected to be thoroughly familiar with this Emergency Action Plan and to participate in any and all related training.

It is the purpose of the Emergency Action Plan and the accompanying training and drills to familiarize staff with a variety of emergency situations so that appropriate action can be taken immediately. In this way small emergencies will be kept small and the danger from larger ones minimized.

This written Emergency Action Plan (EAP) includes the following:

1. The EAP chain of command
2. Assignments of the EA team and others
3. Types of emergencies
4. The action plan to follow in each situation
5. What to do after an emergency
6. How to safely evacuate the building to staging areas including people with disabilities
7. Emergency Notification of Employees/Students

Chapter 2: CHAIN OF COMMAND

If you smell fire or smoke, call the Facilities Emergency Line at ext. 5333. If the fire is big or you see flames, activate the pull station and then follow the instructions of the floor warden, listed below.

To report a life-threatening emergency, call 911 immediately. Then notify the Assistant Vice President for Capital Projects and Facilities or the Director of Operations at extension 5333.

If an employee is involved with the emergency situation, please notify the Director of Human Resources at ext. 5256.

Chain of Command for Emergencies involving Campus Facilities, i.e. fire, smoke weather, conditions

Assistant VP for Capital Projects and Facilities: Kevin O'Rourke

Director of Operations: Angel Devarez

Chief Operating Engineer: Howard Loewenstein

Searchers/Runners/Fire Brigade: As assigned by Kevin and Angel

Chain of Command for OFF Hour Emergencies in the Dorm

The Resident Advisors will call the Dean of Students as soon as they are aware of an incident concerning a St. Francis College student in the dorm. If the Dean of Students is not available, then the RA should call the Director of Student Activities. If the Director of Student Activities is not available then the Academic Dean should be notified. If the Academic Dean is not available is not available then the President should be notified.

Chain of Command for Incidents Involving Students

If a student is involved with an emergency situation, notify the Dean of Students at ext. 5315 and Security at ext. 5222. If the Dean of Students is unavailable, please notify the Academic Dean at ext. 5290. If the Dean is unavailable then notify the President's office at ext. 5254.

Chain of Command for Incidents Involving Employees

If an employee is involved with an emergency situation, please notify the Director of Human Resources at ext. 5256. If you cannot reach the Director of HR, you may notify the VP for Finance at ext. 5352. If the VP for Finance is unavailable, then please notify the President's office at ext. 5254.

Chain of Command for Incidents Involving Student Athletes

If an incident involves an Athlete then please notify the Athletic Director at ext. 5485. If you cannot reach the Athletic Director, please notify the Coach. The Director of Telecommunications along with the Athletics Department will have the contact information for the coaches.

Chain of Command for Emergencies at a Community Event on Campus

Notify security at ext. 5222. Security should be the first notified and they will notify the Assistant Vice President for Facilities or the Director of Operations.

Security should also notify the Director of Special Events at ext. 5372. If the Director of Special Events is

not available then the Vice President for Government and Community Relations should be notified at ext. 5370, if the Vice President for Government and Community Relations is not available then the Director of Media Relations should be notified at ext. 5214.

Floor Fire Wardens Assignment List

8th Floor

Steve Catalano
Christeen Edwards
Emmlynn Taylor
Marijia Wierzbicki
Thomas Flood

7th Floor

Danny Plaza
Ben Barnett
John Ragno
Harriett Dunn

6th Floor

Danzil Monk
Yadira Moran-Ulrich
Richie Coldaraci
Virginia Franklin

5th Floor

Jen Lancaster
James Corrigan
Robert Oliva

4th Floor

William Mondesi
Meghan O'Brien
Anthony Kurtin
Chris McNeil

3rd Floor

Kathy DiTrento

Jerome Williams
Matt Hogan
MaryAnn DeMartino
Minerva Rolon
Yvette Sosa

2nd Floor

Joe Kelly
Chris Antonino
Ruben Gonzalez
Jamaal Womack
Athalie Alexander
Cheretta Robson

1st Floor

Angel Devarez
Kevin O'Rourke
Howard Loewenstien
Security staff

Cellar Library

Jim Smith
Mona Wasserman
Miyo Davis

Street Level Wardens

Vanessa Dealmeida
Kathy DiTrento

Pool/ Cellar

Carl Quigley
Ryan Benfield

Chapter 3: EVACUATION PROCEDURES

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

- (1) The sounding of the Fire Alarm Bell.
- (2) Floor wardens and/or searchers will make a verbal announcement.
- (3) SFCALERTS, the College's emergency notification system

Immediately upon notification follow evacuation procedures as described below. Remain calm. **DO NOT** use escalators or elevators. Leave lights on. **DO NOT** hesitate or try to save valuables.

In case of a fire alarm the elevators will automatically go to the lobby. They will then be used at the discretion of the Fire Department.

Fire drills shall be conducted at least twice per year – once a semester. You are expected to know the locations of emergency exits, stairways and fire extinguishers which are indicated on the Floor Plan. In an emergency the floor wardens will be stationed in the C-section on each floor and will be wearing a red baseball hat. They will be in constant contact with the Fire Command Station and will have current information on the emergency.

Upon notification to evacuate, move in an orderly fashion to designated exits. Refer to Evacuation Diagram (page 25).

Once out of the building move toward the staging areas where staff will be accounted for. Your calmness and knowledge of the Emergency Action Plan could save your life. Which staging area is used will be determined by where the emergency is and consequently which evacuation route is followed. Know them thoroughly for your safety. Since you may be away from your office when an emergency occurs it is important that you know the evacuation route for each floor from memory.

Chapter 3A: Evacuation Plan for Students and Employees with Identified Disabilities

College Statement

St. Francis College recognizes that individuals with disabilities may require assistance with alerting, evacuating and sheltering in the event of an emergency. The College therefore asks all individuals (students, faculty and staff) who may need assistance in an emergency to self-identify. Once you self identify as requiring assistance, the College shall work with you to develop a personal emergency plan that includes specific evacuation procedures, sheltering procedures, and means of communication in the event of an emergency.

Communication and Alerting Procedures

The College requires all faculty, students, and employees to register with SFC Alerts, the College's electronic emergency notification system. This system enables College officials to reach members of the college by rapidly transmitting short notifications by email to an outside email address, text message to a cell phone, or by voice message to an off-campus telephone or cell phone. In the event of a fire on campus, the fire alarm system will be used for notification. This system incorporates the use of audio and visual alerts throughout the campus.

Any individual who will need assistance during an emergency evacuation should also strongly consider notifying the security guards of their location including the floor, room, and time of arrival and departure.

Evacuation Procedures

Step 1: Individual self identifies to the Learning Resources and Disabilities Coordinator that they require assistance in the event of an emergency.

- a. The College asks that all individuals update this information at least once a year or whenever circumstances warrant.
- b. The College asks that an individual with a personal emergency evacuation plan, report to the nearest elevator bank during an emergency where they will be assisted by a fire warden.

Step 2: Learning Resources and Disabilities Coordinator notifies Assistant Dean of Freshman Studies and Academic Support, Security, and Facilities Management about request for individual emergency evacuation plan.

- a. An official memorandum will be sent to Assistant Dean of Freshman Studies and Academic Support, Assistant Vice President of Facilities' Management, and the Director of Operations.
- b. Self identification form for personal emergency evacuation plan will be filed in Assistant Dean of Freshman Studies and Academic Support's office, Facilities Management and at the security desk in the lobby.

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

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

- Horizontal evacuation (going from one building into a connected building on the same level)
 - Vertical (stairway) evacuation
 - Proceeding to an Area of Rescue Assistance or Priority Rescue Area to await evacuation as communicated by the fire warden.
 - Staying in place to await evacuation with the fire warden.
- e. A master list of Areas of Rescue Assistance and Priority Rescue Area is located in the Emergency Action Plan listed on the portal mySFC (mysfc.sfc.edu.)

Step 4: College officials will update all personal emergency evacuation plans twice a year (beginning of each academic semester) and will notify local police and fire department of any individuals that require assistance during an emergency.

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

Request for Personal Emergency Evacuation plan

Last Name	First Name	Phone Number

Request for assistance in:

Alerting Evacuating Sheltering All

Semester: Fall Spring Year _____

	Monday	Tuesday	Wednesday	Thursday	Friday
General Arrival Time					
General Departure Time					

You must notify security when you are on campus during off hours such as the weekend

Signature _____

Date _____

EMPLOYEE EMERGENCY ASSIGNMENTS

1. Kevin O'Rourke, Assistant Vice President for Capital Projects and Facilities (AVP) and Angel Devarez, Director of Operations

Immediately upon identification of an emergency, Assistant Vice President for Capital Projects and Facilities will report to the command station in the lobby (see Floor Plan) and determine which type of emergency is in progress. All members of the Emergency Action Team should report to the command station. The Assistant Vice President for Capital Projects and Facilities will use walkie-talkies in case of a power failure to communicate with Fire Wardens who will then act as liaison to the Fire Department, Police or other emergency personnel. Do not leave the command station for any reasons unless there is a threat to your personal safety. Receive reports from floor wardens and make sure procedures are followed. In the case of a fire requiring an evacuation, send a runner to the nearest pull box. Pass along information to staff.

The Director of Operations will respond to the location of Emergency (i.e., location from report or code from fire bells). Determine nature of emergency and report this information via radio to the Assistant Vice President for Capital Projects and Facilities Management located in lobby command center.

2. FLOOR WARDEN

Floor Wardens (See list in Chapter 2 – page 10)

The Floor Warden's post is in the C- section of the hallway. Wardens should gather their equipment and report there. Floor Wardens should ensure that all people evacuate on a given floor in an orderly and safe fashion. They are also to assist in the evacuation of disabled people. Floor Wardens will communicate to the command post the location of any handicapped person. Stay in contact with the Assistant Vice President for Capital Projects and Facilities and the Director of Operations who will be at the command post.

In an emergency, report to the floor warden's station in the "C" section of the building. It will be your responsibility to search offices, closets, storage areas, bathrooms and setbacks to make sure that during an evacuation all personnel and students have left the floor. Leave lights on. If during your search, you come across someone in distress, help them out or note their location and report it to the command station. Knock loudly on doors and shout to rouse anyone who may be inside. If a person cannot be accounted for tell the command station.

3. FIRE BRIGADE--trained and designated by the Director of Operations

Upon orders from the AVP or Director of Operations, each member will secure a fire extinguisher and go to the floor **below** the fire. They will move up the stairs to the fire floor, then check the door for heat. If it is hot to the touch, they will wait for the FDNY. To operate the extinguisher: remove the safety pin and spray with sweeping motions at the base of the fire; spraying in short bursts. If the Fire Brigade is unable to extinguish the fire, they will leave at once and report to the Fire Command Station. If the fire is extinguished, they will double-check it for smoldering areas then report to the Fire Command Station.

EVACUATION ROUTES

All room numbers are four digit numbers. The first number indicates the floor number. The second number indicates the “Zone.”

EVACUATION PLAN RESIDENCE BUILDING ZONE 0

All rooms with a second digit of “0”

DO NOT USE ELEVATORS OR ESCALATORS

8th Floor: Take Stairways B to the lobby floor landing. Walk back to the Joralemon Street doors and exit onto Joralemon Street. Turn left and walk down the street and stand in front of the **Diocesan Building**. This is the staging area, which is marked (2) on the map. Remain calm. Stay together. Please be cooperative. Re-entry will not be permitted until the Assistant Vice President for Capital Projects and Facilities gives the —all clear.||

7th Floor: Stair B as Above (Academic Departments and Brothers Residence)

6th Floor: Stair A as Above (Academic Departments and Brothers Residence)

5th Floor: Stair B as Above (Academic Departments and Facilities)

4th Floor: Stair A as Above (Alumni Relations)

3rd Floor: Stair B as Above (Admissions, Academic Enhancement, Freshman Studies, and Chancellor’s Office)

2nd Floor: Stair A as Above (Student Financial Services)

1st Floor: Stair B as Above (Cafeteria)

EVACUATION PLAN PHYS ED BUILDING ZONE 1

DO NOT USE ELEVATORS OR ESCALATORS

Genovesi Center: Take Stairways C or D to the lobby floor landing. Walk back to the Joralemon Street doors and exit onto Joralemon Street. Turn left and walk down the street and stand in front of the **Diocesan Building**. This is the staging area, which is marked (2) on the map. Remain calm. Stay together. Please be cooperative. Re-entry will not be permitted until the Assistant Vice President for Capital Projects and Facilities gives the —all clear.||

Gym Floor: Take blue doors at the back of the gym and exit to the Joralemon Street side. Turn right and proceed to the corner. This is the staging area, which is marked (3) on the map. Remain calm. Stay together. Please be cooperative. Re-entry will not be permitted until the Assistant Vice President for Capital Projects and Facilities gives the —all clear.||

Cellar: Take Stairs K or F up to the lobby floor. Note that this includes the pool and men’s locker room. The Ladies locker room, bookstore and fitness center will exit through **Stairway E**.

EVACUATION PLAN SCIENCE BUILDING ZONE 2

DO NOT USE ELEVATORS OR ESCALATORS

8th Floor: Take **STAIRWAY E** to the lobby floor. Walk through the steel door to the sidewalk on Remsen Street. Turn left and walk up the street and stand in front of **the church**. This is the staging area, which is marked (4) on the map. Remain calm. Re-entry will not be permitted until the Assistant Vice President for Capital Projects and Facilities gives the —all clear.||

7th Floor: Stair E as Above

6th Floor: Stair F as Above

5th Floor: Stair E as Above

4th Floor: Stair F as Above

3rd Floor: Stair E as Above

2nd Floor: Stair F as Above

Lobby Floor: This floor will be used by emergency service personnel and must be kept clear. Re-entry will not be permitted until the Assistant Vice President for Capital Projects and Facilities gives the —all clear.||

EVACUATION PLAN ARTS BUILDING ZONE 3

All room numbers with a second digit of “3”

DO NOT USE THE ELEVATORS OR ESCALATORS

8TH Floor: Take Stair **G or H** to the lobby floor. Walk through the three (3) —No re-entry doors|| to the sidewalk on Remsen Street. Turn right and walk down the street and stand in front of **Hale & Hearty**. This is the staging area, which is marked (1) on the map. Remain calm. Stay together. Please be cooperative. Re-entry will not be permitted until the Assistant Vice President for Capital Projects and Facilities gives the —all clear||.

7th Floor: Stair H as Above

6th Floor: Stair G as Above

5th Floor: Stair H as Above

4rd Floor: Stair G as Above

3nd Floor: Stair H as Above

2st Floor: Stair G as Above

Lobby Floor: This floor will be used by emergency service personnel and must be kept clear.

Cellar: Take **Stair G or H** up to the lobby floor. Walk through the three (3) —no-entry doors|| to the sidewalk on Remsen Street. Turn right and walk down the street and stand in front of **Hale and Hearty**. This is the staging area, which is marked (1) on the map.

**EVACUATION PLAN FRANK J. AND MARY T. MACCHIAROLA ACADEMIC CENTER
—ZONE 4**

DO NOT USE ELEVATORS OR ESCALATORS

7th Floor: Take **Stairways J** to the 1st Floor. Walk to the front of the building. Go through the emergency door. After going through the emergency doors, turn right and walk down the street and stand in front of **Hale and Hearty**. This is the staging area, which is marked (1) on the map. Remain calm. Stay together. The floor warden or searchers will account for each person. Re-entry will not be permitted until Kevin O'Rourke gives the —all clear.||

6th Floor: Stair J as Above

5th Floor: Stair J as Above

4th Floor: Stair J as Above

3th Floor:” Stair J as Above

2rd Floor: Stair J as Above

1st Floor: Stair J as Above

Basement: Stair H up to the lobby floor. Walk through the three (3) —no-entry doors|| to the sidewalk on Remsen Street. Turn right and walk down the street and stand in front of —**Hale and Hearty**. This is the staging area, which is marked (1) on the map

Chapter 4: FIRE OR SMOKE EMERGENCY

St. Francis College is equipped with a fire system. There are smoke and heat detectors throughout the buildings. In addition, there are emergency lights in the stairwells. Lighted exit signs, and fire extinguishers are on all floors. The construction materials and furnishings are fire resistant. Familiarize yourself with exits, where fire extinguishers are, and how to use them. Know how to get to an exit even in the dark.

If a fire or smoke emergency warrants evacuation then the order to evacuate will be given. **Don't** look for friends or use the phone to call anyone. Listen for instructions by your floor warden.

What to do if you see fire or smoke

1. If you smell fire or smoke, call the Facilities Management Emergency Line at ext. 5333
2. If the fire is big, pull the firebox and then follow the instructions of the floor warden as above.

Fire Command Station Response:

Upon being notified of a fire or smoke condition, it should be treated just as though the fire alarm had gone off. The Assistant Vice President for Capital Projects and Facilities will go to the command station and the floor wardens will take their stations and take their orders from the AVP. All this is done in consultation with senior management as noted in Chapter 3.

All fire extinguishers in this building are ABC. That means that they can be used on all types of fires.

How to use a Fire Extinguisher

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

Report any fire extinguisher that it is not properly charged to Facilities Management. There is a gauge at the top of the fire extinguisher. The gauge pointer should be in the green area. If it is not, the Fire Extinguisher requires service and should be reported to the Assistant Vice President for Capital Projects and Facilities. The fire extinguishers in the building are checked and tagged once every six months.

Chapter 5: POWER FAILURE

The loss of electrical power at St. Francis College could be the result of a fire, flooding, severe weather, or a blackout. The building is equipped with an emergency lighting system which will automatically activate in the event of a power failure. It will supply emergency power to stairs, gym, lobby floor and most public meeting places. Consequently, stairways should be safe to use and communications should not be disrupted. However, there are no guarantees. Be prepared for the worst. Computers will go off-line so keep your work on a back-up disk. Each warden and deputy warden should have emergency flashlights, rechargeable if possible, for use in case of power failure. That way critical work can continue. The designated crisis team should report to the security desk at the main lobby. Non-critical work should be suspended, but remain at your workstation. When such information is available, the Assistant Vice President for Capital Projects and Facilities will consult with senior management about which steps to take next. Usually, an evacuation would be necessary. However, some or all staff may be sent home depending on the severity and length of the power failure. The Director of Operations will call Con Edison.

If the decision is made to suspend operations then personnel should leave the building carefully by way of stairs since the elevators will not be running. The searchers will be deployed on each floor to make sure that all non-critical staff, visitors, and clients have left. They will also check the elevators for stranded people and will inform Assistant Vice President for Capital Projects and Facilities if there are any. Emergency service people will be dispatched immediately to free any people stuck in an elevator. Remain calm. See Chapter 11 for emergency procedures for elevators.

Chapter 6: SEVERE WEATHER

In compliance with the laws of the State and City of New York, the College's buildings are constructed to withstand high winds and moderate earthquakes. Nonetheless, appropriate action to safeguard ourselves is called for from time to time. In case of high winds, windows should be closed and locked.

Don't leave your windows unlocked over night or on weekends. Should a storm arise or high wind conditions occur, there could be damage to people or property. Each day when you leave, secure your office against emergencies by locking the windows and doors, and turning out the lights.

If a window should suddenly blow open, move away from it. There may be flying glass or other objects. Call the Director of Operations immediately. Doors to the outside should be treated the same way. Protect yourself. Don't be a hero. In case of severe injuries, call 911.

In case of a severe storm warning, a decision will be made by senior administration as to whether or not to close the building. The safety of all STUDENTS, FACULTY AND STAFF is of the utmost concern. If conditions are so severe that leaving the building is impossible, then a decision may be made to move the staff to rooms without windows or doors to the outside.

Chapter 7: FLOODING

Flooding may result from a burst pipe inside the building, a water main break or heavy rains. If you see water leaking or a flood, call the security guard (ext. 5333) and the Director of Operations. A decision will be made on what action will be taken. In the worst case, evacuation procedures will be initiated. See Chapter 3. Depending on the severity of the flooding either from the inside or outside there may be a loss of electric power. If so, see Chapter 5 for procedures.

Water will seek the lowest level. Floor wardens for the subcellar, cellar, and lobby floors should consult with the safety director about safety on those floors. It may be advisable to move staff up to higher floors for their safety.

Remember that water conducts electricity. Don't step into it unless you know it is safe to do so.

Chapter 8: HAZARDOUS SUBSTANCES

St. Francis College has taken all necessary steps to ensure that potentially hazardous substances are properly stored, in safe containers, and handled by trained staff. There is therefore little danger to our community. A material safety data sheet (MSDS) is in the hallway on the 6th floor. Every member of the staff is encouraged to read the MSDS and be familiar with them for each substance they use. The following pages show what information is available on an MSDS. Note especially the information about what materials the substance should not come in contact with and what the possible hazards are if the substance gets on you.

A. FUMES, ODORS, GAS Sometimes unusual odors infiltrate the building from the outside. Car exhaust fumes and smoke from a fire are two possible causes. Inside the building an odor may come from a defective lighting ballast, biology laboratory, clogged drains, paint, or food. If you smell an odor which you cannot identify and especially if it is noxious, call Facilities and your supervisor immediately. If you feel sick, warn others and leave the area. Your supervisor and/or the Facilities Director will consult with senior management as to what steps to take. Should an evacuation be necessary then the floor wardens will follow the procedures in Chapter 3. Protect yourself and don't take chances.

Chapter 9: EXPLOSIONS

There is little possibility of an explosion from the equipment in the building because of the safety devices and procedures governing their use. Nonetheless, accidents happen and it is possible a device may be brought in from the outside. If you smell gas, report it as mentioned in Chapter 8. If you see any suspicious boxes, packages, or containers of any kind, report it or them to your supervisor. Facilities Management along with senior management will decide what steps to take at this point

Should it be necessary to evacuate, follow the procedures in Chapter 3. Should there be an explosion, treat it like a fire emergency and follow the procedures in Chapter 4. Stay calm. Staff is trained in first aid and evacuation procedures. If you can't think of what to do, call the Assistant Vice President for Capital Projects and Facilities at ext. 5333.

Chapter 10: BOMB THREATS

In most cases a threat over the telephone or by mail will have little or no validity beyond the expression of anger. However, for your safety and that of others, treat each threat seriously by notifying Facilities Management and your supervisor.

TELEPHONE THREAT

1. Remain Calm!
2. Try to Obtain the Following Information:
 - a. The Location of the Bomb
 - b. The Time the Bomb Is Expected To Go Off
3. Note the Current Time on your Watch
4. Listen to the Voice Carefully and Try to Determine:
 - a. The Accent of the Caller
 - b. The Age of the Caller
 - c. The Sex of the Caller
5. Write Down all of your observations and the information given to you. Try to recall the phone ring. Was it a double ring (indicating outside phone call) or single ring (within the College)?
6. When the call is disconnected, immediately call 5203 (Facilities Management) or 5222 (Security)
7. If you receive the call on voicemail, be sure to save it.
8. Give as much information as possible to either the Assistant Vice President for Capital Projects and Facilities Management or the Director of Operations. Facilities Management will be responsible for contacting the authorities and initiating the evacuation process

WRITTEN THREAT

Call Facilities Management at 5333 immediately; also notify your immediate supervisor. To preserve as evidence, **avoid unnecessary handling** of the note and keep it in a safe place until facilities management and/or police officers arrive. St. Francis College is in the 84th Police Precinct. Do not call 911 unless there is a clear and present danger.

Chapter 11

ELEVATOR FAILURE

The elevator(s) may be out of service due to repairs or due to some emergency such as a power failure. In such cases, the first priority is to determine if there are any people inside and get help for them. If you are stuck inside an elevator try to remain as calm as possible. With a clear mind you may think of alternatives and safety procedures that may escape you otherwise. There is an emergency alarm button in each elevator. Activate the alarm if the elevator is stuck. It is the floor warden's responsibility to respond by calling the Assistant Vice President for Capital Projects and Facilities Management or the Director of Operations who will call the elevator service people immediately. Then stay with the elevator to reassure the people inside.

There are several precautions to keep in mind. Don't climb out of the elevator either through the top or through an open door, especially if the elevator is stuck between floors. It may start up again without warning and injuries could result. Don't extend arms, legs, or your head through a partially open door. Mechanical equipment in an emergency can be unpredictable.

Chapter 12

EMOTIONALLY DISTURBED STUDENT

Upon the report of the presence of an emotionally disturbed student, the Dean of Students will immediately assess the situation and determine the appropriate action. If the Dean determines that a lockdown of campus is necessary, the lockdown would be initiated through the SFCALERTS system. In the event of a lockdown, the protocol is:

- Stack all furniture in the classroom in front of the door, presently doors are not lockable from the inside
- Sit quietly along the corridor wall out of sight and await further instructions

Chapter 13: ST. FRANCIS COLLEGE CRISIS COMMUNICATION PLAN

Purpose

A crisis communication plan provides policies and procedures for the coordination of communications within the College, and between the College, the media and the public in the event of an emergency or controversial issue. Emergencies may include fires, bomb threats, natural disasters, major crimes or serious harm to a student, employee, or other College affiliate. Controversial issues may include police investigations, protests or other situations that demand a public response.

It is the goal of this crisis communications plan to establish guidelines for dealing with a variety of situations, and to ensure that administration, faculty and staff are familiar with those procedures and their roles in the event of a crisis.

Objectives of the Plan

1. To factually assess the situation and determine whether a crisis communication response is warranted or whether
2. To assemble a Crisis Communication Team that will make recommendations on appropriate communication responses.
3. To implement immediate action to:
 - Identify constituencies that should be informed about the situation.
 - Communicate facts about the crisis.
 - Minimize rumors.
 - Restore order and/or confidence

I. Procedures

Assessment—The individual who encounters the potential crisis should gather accurate information from the appropriate sources. In the event of snow, hurricane, or other extreme weather condition, or transportation difficulty which would make access to the school difficult, the College will send out a message using its SFCALERTS system. In the event of a crisis, that is not an ordinary weather or transportation disturbance then the plan enumerated below shall be implemented. After fact gathering, the team should determine whether an immediate response is necessary and, if so, should consult the crisis team aka: emergency action team:

- Brendan J. Dugan, President - (718) 489-5416
- June McGrisken, Vice President for Financial Affairs and Administration – (718) 489-5352
- Linda Werbel Dashefsky, Vice President of Government and Community Relations - (718) 489-5370
- Kevin O'Rourke Assistant Vice President for Capital Projects and Facilities
- (718) 489-5496 C: 646-369-8995

- Dr. Timothy Houlihan, Vice President for Academic Affairs
- Guy Carlsen Vice President for Information Technology
- Richard Relkin, Director of of Media Relations
- Cheryl Howell, Dean of Students
- Department Head or chief contact in area affected
- Richard Coladarci, Director of Human Resources
- Angel Devarez, Director of Operations

All members of the emergency action team are equipped with blackberry messenger service so that the whole team can communicate instantaneously.

II. Response

Please note that the response must be centralized therefore only the President or Vice President for Government and Community Relations may authorize any of the following responses and shall assign the following tasks.

In cases of a significant crisis, **the President**, must take the lead in conveying the administration's response to the crisis to demonstrate that the College has control of the situation, calm public concern and set an example for the entire campus.

In other matters, the spokesperson will be Richard Relkin, Director of Media Relations. A Spokesperson from a specific area may also be designated (i.e. **Sports Information Director**).

1. **Draft a fact sheet.** The fact sheet should contain a summary statement of the situation including all known details to be released to the media. This information should be made available to and approved by the appropriate Vice President and the President. If necessary, the fact sheet should be analyzed by the College's attorney with respect to the public's right to know and concerns for privacy and security.

St. Francis College designated Counsel:

Thomas A. Conniff of Cullen and Dykman Tconniff@cullenanddykman.com

2. **Notify Key constituencies.** Linda Werbel Dashefsky will determine key constituencies that should be informed of the crisis and will keep administration, faculty, staff and students informed of appropriate details and actions taken by the College during an emergency. Effective communications will help quell rumors, maintain morale and ensure continued orderly operations of the College. Among the groups that Linda Werbel Dashefsky will notify are:

- Law enforcement agencies:
 - Fire* 274 Hicks St., (718) 965-8224
 - Police* 301 Gold St., (718) 875-6811
- Administration, faculty and staff (via SFCALERTS)

- Trustees
- Parents of students
- Students
- Local Elected Officials:
 - New York City Office of Emergency Management*, (718) 422-8700
 - Senator Kirsten Gillibrand*, (212) 688-6262
 - Senator Chuck Schumer*, (212) 486-4430
 - Congresswoman Yvette Clarke* (718) 287-1142
 - State Senator Daniel Squadron*, (212) 298-5565
 - Assemblywoman Joan Millman*, (718) 246-4889
 - Council Member Steven Levin*, (718) 875-5200
 - Borough President Marty Markowitz*, (718) 802-3700
- Community Groups (Brooklyn Chamber, Brooklyn Heights Association, etc.)
- Mass media
- Accreditation organizations
- Alumni (Dennis McDermott to coordinate)
- Local Colleges and Schools (Packer, LIU, BLS, St. Anne's, NYU Polytechnic, etc.)

3. **Assign members of the Crisis Team** to communicate the facts of the situation (contained in the fact sheet) and the College's response.

SFC ALERTS

SFC ALERTS is St. Francis College's urgent notification system. Through SFC ALERTS the College will notify the campus community, all students, faculty & staff, who have signed up for SFC ALERTS and those that have a St. Francis email will receive emergency and urgent information in a variety of ways like text messages, phone calls and instant messages in not more than 30 minutes of a significant emergency or dangerous situation involving an immediate threat on campus. In order to ensure the accuracy of the college's information you must periodically update your personal contact information at www.everbridge.com. To do this, you will require your authorization code. Please contact Jeanette Baker in the College Relations Department at **(718) 489.5404** if you need an authorization code to update your confidential contact information in the SFCALERTS system.

Information may also be obtained through:

a. The College's Main Telephone Line

Dial (718) 522-2300 to obtain detailed pre-recorded information about the emergency situation. The master greeting message will be changed so that the caller does not need to respond to any phone prompts in order to get the most up-to-date information.

b. The College's Internet/Web Page: www.sfc.edu

The College's web site will be updated to display the most up-to-date, detailed information regarding *class cancellation*, office closings, and other emergency information. *The notice will appear on the home page underneath the central graphic.*

c. Other Means

- **Administrators, Faculty and Staff**—Information to administrators other than those selected to serve on the Crisis Team should be provided via SFCALERTS, e-mail, web site (www.sfc.edu) and/or mass meetings. Along with the coordination of the Vice President for Government and Community Relations, **the Vice President for Information and Technology** will coordinate specialized broadcast e-mail and voicemail messages to the College.

Your Voicemail at the College

Specific, detailed messages will be broadcast to faculty, administrators, and staff who have assigned telephone numbers at the College. These messages can be sent and retrieved from on and off site. To access your voice mail from off site, dial 718-489-5400 and follow the prompts.

- **Students**—Fliers to students may be posted around the College on various bulletin boards or the school may convene a student assembly. The main message for (718) 522-2300 will be changed by the IT group to reflect current emergency information. The main page of the SFC web site will be updated with the same information.

- **Trustees**—May be reached via telephone, facsimile or e-mail. After consulting the Vice President for Government and Community Relations, **Alexandria Egler, Executive Assistant to the President**, will coordinate communications with the Trustees.

- **Parents of students**—The main message for (718) 522-2300 will be changed to reflect current emergency information. The main page of the SFC web site will be updated with the same information. Direct mail is also an option.

- **Local community and Government Agencies—the Vice President for Government and Community Relations** will coordinate communications to government entities and community groups.

- **Media - The Director of Media Relations** may prepare news releases for distribution. All media inquiries should be directed to the Director of Media Relations.

4. **Alert the media.** Determine whether a news conference and/or news release is an appropriate means of conveying information to faculty, staff, students, the news media and the public. The Director of Media Relations, in consultation with the Vice President for Government and Community Relations, will determine logistics of the news conference including when, where and how the media will be contacted, which media will be contacted, who will supervise the news conference, who will appear, etc.

During the crisis, all faculty, administrators and staff are reminded not to talk to the media directly and should refer all media inquiries to the Director of Media Relations or the Vice President for Government and Community Relations. Moreover, the Vice President will remind the front security guards that under no circumstances may members of the media be permitted access to the building without permission.

5. **Establish Crisis Command Center/Alternate Location.** The Vice President for Government and Community Relations will determine whether the magnitude of the crisis merits establishing a Crisis Command Center and/or Media Briefing Center. If the College is not accessible or if the College does not have electricity, we will call NYU Polytechnic University (718) 260-3799 **for an alternate** meeting place.

6. **Photography.** Decide whether there is need to assign videographers and photographers to take pictures of the scene. This may prove helpful in responding to media inquiries, to possible later litigation, as well as for documenting events.

7. **Radio/TV responses.** Discuss need to produce a recorded response for radio and TV and whom to make available for interviews.

8. **Internal communications.** Determine strategy of internal communications to be used if the crisis affects the College students and employees.

9. **Alternative communications.** Discuss alternative or additional means of conveying information including letters to parents of students or selected constituencies of the College, letters to newspaper editors or consultation with editorial boards.

10. **Telecommunications.** The Vice President for Government and Community Relations will notify Jerome Williams, Director of Telecommunications, of the key facts of the crisis (give him fact sheet) and will tell him where to refer calls pertaining to the crisis. We may also establish a dedicated line for the press to call that will provide tape-recorded information on the crisis.

III. Ongoing Procedures During Crisis

1. Check Meltwater news clipping service for immediate clippings of daily newspapers and video reports for stories related to the situation (Contact: Paola Pulido at (718) 360-5120 or paola.pulido@meltwater.com). Google News can also be checked. Deliver such copies to appropriate people.
2. The College Relations Office will set up information files on the crisis. Material related to the crisis, including clippings, statements, letters, memos and any other documents will be filed in chronological order.

IV. Aftermath Component

Following any crisis, we will take appropriate actions to ensure those members of the College community and others receive necessary information and assistance to deal with the effects of the event. We will also focus on **identifying and implementing measures to improve the action plan used during the crisis.**

Communications

1. When possible and necessary, the Vice President for Government and Community Relations will schedule a public forum to communicate details of the incident and events to all interested members of the College. The timeliness of this meeting is critical and every effort should be made to see that it occurs within three workdays of the end of the crisis.
2. Immediately following a crisis, it is imperative that the College be sensitive to the needs of faculty, staff and students who have been personally affected by the disaster. There may be a need to assist a victim or victims to get through the aftermath. **Student Affairs** and **Human Resources** will follow up with their respective constituents to ensure their needs are being addressed.
3. It is not unreasonable to expect that rumors would follow a crisis, creating an atmosphere of anxiety. We will use all communications means available to combat rumors and spread accurate information.
4. College Relations will ensure that all outside agencies and businesses that assist in the crisis are properly informed of later developments and thanked for their help.
5. The core team will meet within 10 days of the crisis to review all actions taken and determine effectiveness and efficiency of operations and make any needed changes to the Crisis Management Plan.

Clean Up

The facilities division is responsible for managing services necessary to clean and repair areas and facilities damaged as a result of the crisis.

EMERGENCY PHONE NUMBERS

FDNY Ladder 224: (718) 999-4444

NYPD 84th Precinct: (718) 875-6811

CON ED: (212) 780-6753

NATIONAL GRID: 718-643-4050

NEW YORK CITY OFFICE OF EMERGENCY MANAGEMENT: 718-422-8700

EVACUATION MAP

