

UNIVERSITY POLICE/PUBLIC SAFETY EMERGENCY PREPAREDNESS MANAGEMENT PLAN

Introduction

This procedure provides a brief overview of the types of disasters posing a potential threat to Downstate Medical Center. These can include: Fire, Severe Storms, Hurricanes, Winter Storms, Utility Failures, Hazardous Material Accidents, Civil Disorders, Terrorism, Bomb Threats, Explosion, Major Transportation accidents etc. Depending on the nature of the incident and its location, various sections of the plan will be implemented and acted upon.

As with any major or unusual event, supervisors should ensure that the appropriate notifications are made to University Police senior management and that there are sufficient personnel on duty to handle the incident. Supervisors are authorized to call in additional resources as necessary. Depending on the nature of the incident, special attention is to be given to the building entrances/exits, to control of the main bank and L&D area elevators in the hospital, and to the control of pedestrian and vehicular traffic in the area of the entrance to the Emergency Services area(s).

In all cases affecting University Hospital, the ranking University Police Supervisor will confer with the Senior Administrator on Duty and the Chief Operating Officer/Senior Vice President for Administration and the Office for Institutional Advancement as appropriate. For other Downstate locations, the Chief Operating Officer/Senior Vice President for Administration, the Dean(s), the Office for Institutional Advancement and other management personnel as appropriate will be conferred with.

- In the event a disaster involves University Hospital, the Senior Administrator on Duty (AOD), the Disaster Medical Director (DMD), the Emergency Department Attending, the Chief Executive Officer (CEO) or the Chief Operating Officer (COO) or their designees may authorize the implementation of the hospital's disaster plan and they will activate the Hospital Command Center in room A1-359 (Hospital Administration Offices). The Command Center phone number will be x2401, 2402, 2403, 2404 & 1515. A University Police officer will be assigned to this location. If the hospital is not involved, the University Police Office will function as the Command Center.
- Any employee learning of a disaster situation should immediately notify the University Police desk at extension 2626, who in turn will contact the New York City Office of Emergency Management (OEM), Fire Department of New York (FDNY), the New York City Police Department and all other city, state and federal authorities.
- There are two distinct phases to the Emergency Preparedness Management Plan, beginning with an alert of a possible disaster, with limited notifications, and the actual disaster when all portions of the plan are put into effect. When notified of a disaster alert, University Police supervisor(s) shall make the necessary chain of command notifications and prepare to activate our disaster plan.
- If necessary, and upon direction from the University Hospital Senior Administrator on duty, and the University Chief Executive Officer, the University Police dispatcher will ring the disaster bell (4-4-4-4).

- In the event of a fire, the Desk Officer will activate the fire alarm system to the Fire Department and will also call 911. (See Fire Plan and Evacuation procedures).
- Should an emergency occur, evacuation of the facility may be necessary. Upon direction from the University Hospital Senior Administrator on Duty, the evacuation bell (3-3-3-3) will be activated. Evacuation routes for facilities are displayed throughout staff work areas. University Police staff will assist in the evacuation process.
- University Police will maintain a board in the Command Center to keep track of evacuation verification from the following personnel:
 - Nursing
 - Facility Management
 - University Police
 Verification will be disseminated via portable 2-way radios. Should that system fail we will employ radios from Facilities Management.
- During the activation of the Emergency Preparedness Management Plan, all entrances to the facilities will be secured and only those authorized will be permitted into the buildings. Hospital visiting hours will be suspended, and outpatient clinics will normally be closed.
- The University Police Department is a crucial component in maintaining the operation of the hospital's Emergency Department during a disaster response. Our function is to clear the waiting areas, limit access to the Emergency Department, to maintain communications via portable radio in the event of a communications failure, and to cordon off any decontamination area in the event of a Hazardous Materials incident.
- Based on the severity of the event and existing conditions, the inner perimeters of the institution will be maintained by University Police and the outer by the New York City Police Department (NYPD). Staging areas will be determined by NYPD and the Fire Department based on their individual needs. A representative from both agencies will be invited into the Command Center.
- In the event the hospital will be accepting emergency patients, the main triage site will be located in the vestibule and corridor adjacent to the Emergency Department. Ambulances and emergency vehicles will enter through the E. 37 St. Ambulance entrance. University Police personnel will monitor these areas to ensure appropriate traffic flow. Appropriate identification vests will be worn by the Disaster Control Officer and Triage personnel. Only those personnel authorized by the Disaster Control Officer are to be permitted in the triage area(s).
- Should ambulance diversion be possible, the Emergency Room Director will contact EMS dispatch in the usual manner. A Diversion Log will be kept in the Emergency Department with regular updates given to the Incident Command Center.
- A Family Reception area will be established in the hospital cafeteria. All family arriving at the hospital will be directed to the 445 Lenox Rd. entrance and then University Police personnel will escort them to the reception area.
- Patient escort and mail-room personnel will be assigned to the University Police office and utilized for messenger duties in the event telephone service is not operational. In

addition, Hospital Administration also has a supply of portable radios which will be distributed to key units on various floors to serve as a communications link.

- After primary assignments are staffed as noted above, extra personnel are to be assigned to each floor of the hospital. Priority is given to the most sensitive areas (ie. CCU, ED, CTICU, OR, L&D, MICU, PICU etc.). Our function is to maintain order and to provide assistance and communication capability as required.
- At no time will media personnel be permitted to be unescorted in any of the Downstate Medical Center facilities. The Office of Institutional Advancement will be responsible for the coordination of all media activity. When authorized by the Office of Institutional Advancement, the media will utilize the President's Board Room or the Special Functions Room for press conferences etc.
- Depending on the nature of the incident, we may be called upon to provide transportation services either to pickup personnel and or equipment. Supervisors will ensure that all Transportation vehicles are fueled and ready to respond.
- A Command Log will be utilized for any of these incidents. Thorough entries will be made to account for all personnel and incidents.
- At the conclusion of the incident, the All Clear signal (1-1-1-1) will be activated by the Telecommunications Unit.

Attached to this procedure is a listing of specialized equipment on hand at University Police facilities. There is also a checklist for supervisors that should be followed in emergency situations.

Emergency Telephone Numbers

The University Police Desk has a listing of emergency contact numbers for Downstate Medical Center (SOP IV-H). In addition, contact numbers are available for all members of the University Police/Public Safety Department. In the event of an emergency, efforts will be made to notify the appropriate individuals and documentation for same will be maintained.

Evacuation Procedures

When evacuation alarm sounds (Alarm Bells 3-3-3-3) or you are directed to evacuate the facility, all occupants, with the exception of University Police personnel, and Nursing and Medical staff will immediately leave the building. University Police personnel will:

1. Remain calm.
2. Shut down all hazardous operations.
3. Assist disabled persons. Patients in immediate danger shall be moved first. Next, move ambulatory patients towards a safe area or fire exit on the same floor. Wheelchair cases shall be pushed to a safe area on the same floor. Mobility impaired patients can be carried on litters, blankets, or dragged along the floor on blankets.
4. Have personnel leave the area in an orderly fashion. Close doors, but do not lock.

5. Follow established evacuation routes. Use stairways or proceed into the Basic Science Building, NEVER use elevators.
6. Move away from the structure. Go directly to the assembly area. Report to the Evacuation Coordinator for a "head count".
7. Do not block the street or driveway.
8. Direct personnel to stay at the assembly area until instructed otherwise.
9. Do not allow anyone back into the building until the "ALL CLEAR" SIGNAL (1-1-1-1) is sounded.

Fire

See Fire Response Plans (SOP IV - E-1)

1. The officer receiving a report of a fire is to gather data from the caller - the location of the fire (building, floor, room etc.), the caller's name and extension.
2. Advise the caller to activate the fire alarm, if it hasn't been done yet.
3. Activate the NYC fire alarm box in the University Police office. Also call 911.
4. Request the phone operator to announce "CODE RED" with the location on the overhead page system.
5. An officer is assigned to direct the Fire Department to the appropriate location upon arrival. He/she also assists with traffic and crowd control.
6. Other officers are dispatched to assist with control of elevators, and to assist with implementation of the fire plan and evacuation of patients as required.

In a fire situation, personnel should be directed to the nearest safe stairway and they should go down at least two floors below the fire. At that point they should go to the nearest safe area and await further instructions. Patients and personnel can be transferred to adjoining buildings if horizontal evacuation through the Basic Science Building can be effected in place of using stairways.

Extremes of Weather

In the event of a severe storm watch within the surrounding area:

1. Listen to the local radio/TV or NOAA Weather Radio for instructions.
2. Plan ahead before the storm arrives.
3. Tie down loose items located outside or move them indoors.
4. Open windows slightly, time permitting, on the side away from the direction of the storm's approach.
5. Check battery-powered equipment such as portable radios and lights. Also ensure back-up power sources (generators) are in operating condition.
6. Fill vehicles with gas.
7. Have emergency "winter storm supplies" in the vehicle (e.g., sand, shovel, windshield scraper, tow chain or rope, flashlight, flares. It's also good to have a blanket, heavy gloves, overshoes, extra woolen socks, and winter headgear).

Power Outage

In the event of a power outage:

1. In the event of a brownout or blackout, the senior hospital administrator will activate the Command Center.
2. University Police personnel will be assigned to the Command Center to assist with communications.
3. All requests for information and communications relative to a power failure emergency shall be directed to the Command Center.
4. University Police personnel will be assigned to various floors to assist with and/or augment communications with the various departments in the hospital.
5. All building entrances/exits will be secured, and only those persons who are authorized will be permitted access. All visitors will be requested to leave the hospital.
6. Supervisor(s) will patrol all buildings to ensure that all special procedures are followed and that there are no breaches of security.
7. If a blackout occurs, the emergency generators will automatically activate, supplying power to critical services and areas such as all critical care units, fire alarms, switchboard and paging system etc. Corridors, stairwells and exit lights will also be operational. Note that only elevators #8 and 9 will have power.
8. If directed to evacuate, assist disabled persons and follow directions given by the patrol supervisor.

Hazardous Material Accident

(See SOP VI - E)

Civil Disorder and Demonstrations

(See SOP IV - B11)

Terrorism

An act of terrorism is similar to other man-made disasters in that the main characteristic is sudden onset and the resultant effect is significant human injury and/or death. Because of the nature of the incident, in many cases the opportunity for crisis management or intervention is not possible. Because terrorism is a deliberate act, these incidents may present unique hazards to response personnel. For example, it would not be unusual for terrorists to plan secondary events that target emergency responders. Although the results of a terrorist attack may not be different from conventional incidents, the approach to them must be. Aggressive response to these incidents must be curtailed. It must be moderated with careful consideration for any potential secondary threats to responders.

Should an act of terrorism occur within the surrounding area:

1. Follow the instruction of the Supervisor/Desk Officer and emergency preparedness personnel.
2. If an explosion occurs, take cover immediately and anticipate there may be other explosions.
3. Notify Desk Officer of any known hazards (e.g., fire, bomb threat).
4. Stay indoors and away from windows unless directed to evacuate.
5. Evacuate when directed and follow procedures included at the beginning of this procedure and any instructions of the Evacuation Coordinators.

6. If incident is a nuclear, biological or chemical incident, ensure that appropriate personal protective equipment is utilized.

See University Hospital Emergency Preparedness Management Plan for specific information on these types of incidents.

Bomb Threat

(See SOP IV - B2)

Explosion

In case of an explosion in your area:

1. Remain calm.
2. Take cover under a table or desk.
3. Be prepared for possible further explosions.
4. Stay away from windows, mirrors, overhead fixtures, filing cabinets, bookcases, etc.
5. Evacuate calmly, when directed, to the Assembly Area. Provide assistance to persons attempting to evacuate.
6. Do not move seriously injured persons, unless they are in immediate danger (fire, building collapse, etc.)
7. Open doors carefully. Watch for falling objects.
8. Do not use elevators.
9. Avoid using the telephone, except in a life threatening situation.
10. Do not use matches or lighters.
11. Do not re-enter the affected area until directed by emergency preparedness personnel.

Major Transportation Accident

Major transportation accidents are those involving any of the various modes of transportation (e.g., highways, waterways, railways, and airways). Such accidents could occur at any time and any place, and often involve multiple injuries and/or deaths.

Many facilities are not prepared (and are not expected to be prepared) to cope with the type of problems created by a major transportation accident. Should such a disaster occur, personnel should initiate life-saving and property protection actions until assistance can be provided from other authorities. For example, University Police personnel are trained to extinguish small fires and to ensure the safe evacuation of the public. The medical staff and/or persons trained in first aid can attend injured persons. Also, during regular work hours, all staff can implement appropriate measures to protect the collections and other physical assets.

Should a major transportation accident occur, many decisions regarding the appropriate emergency actions to take will have to be made "on-the-spot" based on the situation. For instance, are hazardous materials involved and/or are there casualties? Is there a need to evacuate? Is there damage to the facility itself and/or are the utilities functioning? For the

appropriate protective actions to take for a specific hazard (i.e., fire, hazardous materials, explosions, utility failure, etc.) refer to the respective section in our SOP Manual.

SPECIALIZED EQUIPMENT ON HAND

FOR UNIVERSITY POLICE/PUBLIC SAFETY

ITEM	AMOUNT	REMARKS
Portable diesel generator	1	At Transportation
Portable 12v lights/chargers	19	UPO/Garage
Radio Base Stations	2	UPO Transportation
Portable UHF radios	40	UPO
Portable radio batteries	68	UPO
Portable radio charging units	44	UPO
Hand held flashlights	92	Transportation
Flashlight batteries	2 doz. spares	Transportation
Respirators/ P-100 filters	35	UPO
Disposable Tyvek Clothing	Case	UPO
Portable Cell Phones	5	Chiefs/Quartermaster.

NOTE: There are two (2) 800 MHz Emergency systems (radios) and two (2) satellite phones for use in the Command Centers. In addition, FM&D has additional lights and other specialized equipment.

SUPERVISOR'S CHECK LIST		
1. RESPONSIBILITIES	DONE	TIME
Consult with the ED Attending Physician and the AOD as to the magnitude of the disaster and what plan to implement.		
Assign a University Police Officer to the Command Center.		
Notify Chief, Assistant/Deputy Chiefs.		
Secure all hospital/other building entrances/exits.		
Recall personnel as needed.		
Assign personnel to critical care units as necessary.		
Survey equipment available: radios/lights/portable generator etc.		
2. COMMUNICATIONS SYSTEMS:	Operating	
	YES	NO
Telephones	<input type="checkbox"/>	<input type="checkbox"/>
Portable Radios	<input type="checkbox"/>	<input type="checkbox"/>
Battery Charging Capability	<input type="checkbox"/>	<input type="checkbox"/>
Backup - Main portable radio system at the University Police Office in U.H. is connected to the hospital's emergency generator. An additional backup dispatching unit is set up in Transportation with its own portable diesel generator		
3. STAFFING LEVELS:	Those Scheduled Appear	
	YES	NO
Normally Scheduled Staff	<input type="checkbox"/>	<input type="checkbox"/>
Overtime Scheduled Staff	<input type="checkbox"/>	<input type="checkbox"/>
Backup - Hold over staff already on duty from previous tour until sufficient numbers of personnel arrive and make reliefs. Call in additional staff if necessary.		

4. POWER FAILURE	Operating	
	YES	NO
Sufficient 12 v. portable lights	<input type="checkbox"/>	<input type="checkbox"/>
Portable battery charging systems working	<input type="checkbox"/>	<input type="checkbox"/>
Fire Alarm Systems:	<input type="checkbox"/>	<input type="checkbox"/>
University Hospital	<input type="checkbox"/>	<input type="checkbox"/>
Basic Science Center	<input type="checkbox"/>	<input type="checkbox"/>
Health Science Education Bldg.	<input type="checkbox"/>	<input type="checkbox"/>
811 New York Ave. Dorm	<input type="checkbox"/>	<input type="checkbox"/>
825 New York Ave. Dorm	<input type="checkbox"/>	<input type="checkbox"/>
Student Activities Building	<input type="checkbox"/>	<input type="checkbox"/>
State Garage E. 34 St.	<input type="checkbox"/>	<input type="checkbox"/>
151 E. 34 St. Admin. Bldg.	<input type="checkbox"/>	<input type="checkbox"/>
440 Lenox Rd.	<input type="checkbox"/>	<input type="checkbox"/>
736 Parkside Ave. Warehouse	<input type="checkbox"/>	<input type="checkbox"/>
711 Parkside Ave. Bus. Office	<input type="checkbox"/>	<input type="checkbox"/>
710 Parkside Ave. Dialysis Unit	<input type="checkbox"/>	<input type="checkbox"/>
840 Lefferts Ave. Satellite Clinic	<input type="checkbox"/>	<input type="checkbox"/>
Junction Satellite Clinic	<input type="checkbox"/>	<input type="checkbox"/>
Throop Satellite Clinic	<input type="checkbox"/>	<input type="checkbox"/>
Backup - Establish fire watch in affected areas.		
5. SECURITY ALARMS	Operational	
	YES	NO
Intrusion Alarms:		
151 E. 34 St. Admin. Bldg.	<input type="checkbox"/>	<input type="checkbox"/>
736 Parkside Ave. Warehouse	<input type="checkbox"/>	<input type="checkbox"/>
711 Parkside Ave. Bus. Offices	<input type="checkbox"/>	<input type="checkbox"/>
710 Parkside Ave. Dialysis Unit	<input type="checkbox"/>	<input type="checkbox"/>

840 Lefferts Ave. Satellite Clinic	<input type="checkbox"/>	<input type="checkbox"/>
Junction Satellite Clinic	<input type="checkbox"/>	<input type="checkbox"/>
Throop Satellite Clinic	<input type="checkbox"/>	<input type="checkbox"/>
Panic Alarms	<input type="checkbox"/>	<input type="checkbox"/>
Backup - Establish Directed Patrols of affected area(s).		
6. PARKING SPACE (34 St. Garage operational 7 days/ 24hours)	Operating	
	YES	NO
Essential Lighting	<input type="checkbox"/>	<input type="checkbox"/>
Fire Alarm System	<input type="checkbox"/>	<input type="checkbox"/>
Emergency Generator	<input type="checkbox"/>	<input type="checkbox"/>
Backup - If additional space needed or above systems not operational, open off-site outdoor parking areas.		
7. TRANSPORTATION SERVICE	Arrive As Scheduled	
	YES	NO
If Transportation Unit personnel not scheduled, Uniformed University Police/Public Safety personnel to be assigned task.	<input type="checkbox"/>	<input type="checkbox"/>
8. CCTV SYSTEMS	Operational	
	YES	NO
University Hospital	<input type="checkbox"/>	<input type="checkbox"/>
Basic Science Building	<input type="checkbox"/>	<input type="checkbox"/>
Health Science Education Building	<input type="checkbox"/>	<input type="checkbox"/>
Dorms	<input type="checkbox"/>	<input type="checkbox"/>
440 Lenox Road	<input type="checkbox"/>	<input type="checkbox"/>
Backup – Assign Directed Patrols if necessary.		

