



D SUNY **DOWNSTATE** **Health Sciences University**

ACADEMIC EMERGENCY RESPONSE **PLAN**

(Last Updated February 17, 2020)



Overall Emergency Response Plan

Mission

The mission of SUNY Downstate with respect to emergency response is to safeguard the lives of faculty, staff, students, and patients; to lessen the extent of personal injuries that may occur; and, to protect assets in the event of an emergency or natural disaster.

This plan was prepared by the Emergency Management Team (EMT) to implement the Chancellor's Task Force Recommendations on Critical Incident Management. The EMT recommends that each department and office on campus take time at a departmental staff meeting to review this plan and develop a telephone contact list (with home and cell numbers) and a "unit plan" for their office. A unit plan is a mini-emergency response plan specific to your unit.

Plan Activation

In case of any type of campus emergency, individuals making the discovery should first move to a safe location and then contact University Police at x2626 or 718-270-2626. The police officer will follow standard operating procedures for contacting Fire, EMS, etc. as necessary. The campus' Emergency Management Team may be activated depending on the level of the emergency.

Emergency Situation

Emergency information is communicated by either a Fire Alarm (indicating the need to perform a building evacuation) or by a text message system (Send Word Now). We also have a mass notification system, which will include a public address system and siren. Emergency information can also be communicated by person, by voice mail to campus extensions, and by e-mail to official campus e-mail addresses.

Outside Communication

The Office of Communication & Marketing, in conjunction with the College's leadership and department heads, will handle all communication to media and the outside community. Communication & Marketing, in conjunction with Student Affairs, will draft and communicate any necessary messages to students. Mechanisms for communication include e-mail, College Web site, TV, radio, and text messaging to individual cell phones (Send Word Now). If you are approached by the media, refer all inquiries to Communication & Marketing, 718-270-2262.

Information

For emergency information regarding events that are affecting or may impact normal College operations, sign up for the text message service (in <https://www.downstate.edu/police/>), or visit the Downstate Web site, www.downstate.edu.

Special Thanks

We gratefully acknowledge SUNY New Paltz who allowed us to modify their Emergency Response Plan for use by SUNY Downstate.

Shelter-in-Place/Emergency Lockdown

Shelter-in-place and lockdown are two options for protecting students, patients, faculty, and staff at SUNY Downstate and is included in emergency plans covering a variety of crises, including fire, earthquakes, and intruders.

As a part of these emergency plans, we have trained key personnel to respond to incidents that might require either Sheltering-In-Place or to lockdown a campus.

Shelter-in-place

The Shelter-In-Place plan protects students, patients, and staff in the event of potential exposure to a dangerous chemical that could be released through:

- An industrial accident
- A chemical spill
- A break in a natural gas pipeline
- Materials transported through our community
- A terrorist attack

The Shelter-In-Place plan has proven to be a safer approach than evacuating students, faculty and staff into a potentially contaminated outdoor environment. Generally, the duration of these situations would last minutes or hours, not days.

Emergency Lockdown

A campus lockdown occurs when there is a threat or potential threat to staff, patient, or student safety in the area. Most often, this is due to police activity unrelated to the Downstate, but in the vicinity. In a lockdown, the campus is closed to all visitors, and students and patients are supervised indoors.

Do not panic. Lockdown situations are highly controlled events where police and campus officials are together and in coordination following predetermined procedures that best insure the safety of all involved.

Communication

- Text messaging, intercom, instant alert to computer, voice mail, and e-mail via *Send Word Now* or other voice communication (UPD may simply go from room to room announcing instructions) will announce a Shelter-in-Place.
- For emergency notifications, it is recommended that instructors or students in a class keep cell phones in vibrate mode in order to receive text messages, although this is left to the discretion of the instructor.
- If a situation requiring a Shelter-in-Place or a Lockdown is discovered, the individual making the discovery shall immediately move to a safe location, contact the University Police at x2626 or (718) 270-2626, and provide as much information as possible.
- Fire evacuation alarms are not to be sounded.

Procedures

- Close classroom and other doors, barricade and/or lock, if possible.
- Close windows and window treatments.

- Turn off lights.
- Everyone is to remain quiet and not enter hallways.
- **If an Emergency Lockdown has been sounded, and should the fire alarm sound, do NOT evacuate the building unless:**
 - You have first-hand knowledge that there is a fire in the building, or
 - You have been advised by University Police, Fire Department, or Environmental Health & Safety to evacuate the building, or
 - There is imminent danger in the immediate area.
- Crouch down in areas that are out of sight from doors and windows.
- Students in hallways are to seek shelter in the nearest classroom or office.
- Students in outdoor areas should immediately take cover.

Release

UPD will advise when students, faculty & staff will be released from a Shelter-in-Place. This will depend solely on when police determine the situation is safe to do so.

Active Shooter, Hostile Intruder/Violent or Suicidal Individual, Suspicious Behavior

ACTIVE SHOOTER

The Department of Homeland Security has compiled the following information on how to identify and respond if you find yourself in a situation involving an active shooter.

Profile of an Active Shooter

An Active Shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearms(s) and there is no pattern or method to their selection of victims.

Active shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims.

Because active shooter situations are often over within 10 to 15 minutes, before law enforcement arrives on the scene, individuals must be prepared both mentally and physically to deal with an active shooter situation.

Good practices for coping with an active shooter situation

- Be aware of your environment and any possible dangers
- Take note of the two nearest exits in any facility you visit
- If you are in an office, stay there and secure the door
- If you are in a hallway, get into a room and secure the door
- As a last resort, attempt to take the active shooter down. When the shooter is at close range and you cannot flee, your chance of survival is much greater if you try to incapacitate him/her.
- CALL University Police at x2626 or (718) 270-2626 or 911 WHEN IT IS SAFE TO DO SO!

HOW TO RESPOND WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY

Quickly determine the most reasonable way to protect your own life. Remember that students and guests are likely to follow the lead of faculty and staff during an active shooter situation. RUN, HIDE or FIGHT

Evacuate (RUN)

If there is an accessible escape path, attempt to evacuate the premises. Be sure to:

- Have an escape route and plan in mind

- Evacuate regardless of whether others agree to follow

Leave your belongings behind

- Help others escape, if possible
- Prevent individuals from entering an area where the active shooter may be
- Keep your hands visible

Follow the instructions of any police officer

- Do not attempt to move wounded people
- Call x2626, (718) 270-2626 or 911 when you are safe

Hide out (HIDE)

If evacuation is not possible, find a place to hide where the active shooter is less likely to find you. Your hiding place should:

Be out of the active shooter's view

Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door)

- Not trap you or restrict your options for movement

To prevent an active shooter from entering your hiding place:

- Lock the door
- Blockade the door with heavy furniture

If the active shooter is nearby:

- Lock the door
- Silence your cell phone and/or pager
- Turn off any source of noise (i.e., radios, televisions)
- Hide behind large items (i.e., cabinets, desks)
- Remain quiet

If evacuation and hiding out are not possible:

- Remain calm
- Dial x2626, (718) 270-2626, or 911, if possible, to alert police to the active shooter's location
- If you cannot speak, leave the line open and allow the dispatcher to listen

Take action against the active shooter (FIGHT)

As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

- Acting as aggressively as possible against him/her
- Throwing items and improvising weapons
- Yelling
- Committing to your actions

HOW TO RESPOND WHEN LAW ENFORCEMENT ARRIVES

Law enforcement's purpose is to stop the active shooter as soon as possible. Officers will proceed directly to the area in which the last shots were heard.

- Officers may be armed with rifles, shotguns, handguns
- Officers may use pepper spray or tear gas to control the situation
- Officers may shout commands, and may push individuals to the ground for their safety

How to react when law enforcement arrives:

- Remain calm, and follow officers' instructions
- Put down any items in your hands (i.e., bags, jackets)
- Immediately raise hands and spread fingers
- Keep hands visible at all times
- Avoid making quick movements toward officers such as holding on to them for safety void pointing, screaming and/or yelling
- Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises

Information to provide to law enforcement or 911 operator:

- Location of the active shooter
- Number of shooters, if more than one physical description of shooter/s
- Number and type of weapons held by the shooter/s
- Number of potential victims at the location

Remember, the first officers to arrive to the scene will not stop to help injured persons. Expect rescue teams comprised of additional officers and emergency medical personnel to follow the initial officers. These rescue teams will treat and remove any injured persons. They may also call upon able-bodied individuals to assist in removing the wounded from the premises.

Once you have reached a safe location or an assembly point, you will likely be held in that area by law enforcement until the situation is under control, and all witnesses have been identified and questioned. Do not leave until law enforcement authorities have instructed you to do so.

Prevention and Training

- Foster a respectful workplace, residence and study –
- Be aware of indications of workplace violence or unusual behavior and take remedial actions accordingly by contacting UPD at x2626 or (718) 270-2626.

An active shooter in your workplace may be a current or former student or staff or an acquaintance of one.

Intuitive students, faculty or staff may notice characteristics of potentially violent behavior in an individual. Alert your residence staff, supervisor or human resources department if you believe an employee or coworker exhibits potentially violent behavior.

Indicators of Potential Violence

Individuals typically do not just “snap,” but display indicators of potentially violent behavior over time. If these behaviors are recognized, they can often be managed and treated.

Indicators of potentially violent behavior by an individual may include:

- Depression/withdrawal.
- Repeated violations of company policies.
- Explosive outbursts of anger or rage without provocation.
- Behavior that may suggest paranoia (e.g., “everybody is against me”).
- Escalation of domestic problems into the workplace.
- Talk of severe financial problems.
- Talk of previous incidents of violence.

Report violent acts or threats of violence to your residence staff, immediate supervisor, university police or human resources. Regardless of the type of violence, the chances for prevention improve with increased awareness of potential warning signs and rapid response to a problem.

HOSTILE INTRUDER/ VIOLENT OR SUICIDAL INDIVIDUAL

- If a hostile intruder or violent or suicidal individual is discovered on the campus, the individual making the discovery shall move to a safe location, and immediately contact University Police (x2626 / (718) 270-2626) and provide as much information as possible. Do not approach the intruder or intervene in any ongoing crime. At a minimum, the reporting person should provide a description of the intruder and any specific characteristics (height, weight, hair color, race, and type and color of clothing) and type of weapon(s) if any.
- If gunshots are heard within a building, faculty or staff will, if possible, close and lock or barricade their doors and turn off the lights to that area. Faculty should try and calm student fears and keep them as quiet as possible. Faculty will stay in the locked/barricaded room, to the degree possible, until informed by Police personnel that it is safe to come out of the area. Faculty should use their cell phones to notify UPD (x2626 / (718) 270-2626) of the situation.
- Under no circumstances should the fire alarm be activated. No attempt should be made to evacuate the building unless you are in the room or immediate area where the shots are being fired. Persons may be placed in harm's way when they are attempting to evacuate the building. Should the fire alarm sound, do not evacuate the building unless:
 - You have first-hand knowledge that there is a fire in the building, or
 - You have been advised by police to evacuate the building.
- If an individual is suspected of being suicidal, obtain as much information as possible. Remain with the person IF THERE IS NO WEAPON and contact UPD.
 - Office personnel in the affected building will close and secure their office areas and immediately call UPD to notify them of the situation.
 - UPD will respond, contain and resolve the incident. UPD active shooter policy may be activated.
 - EOC may be activated. Outside assistance will be requested as needed.
 - Once outside, emergency service, police, or EMS arrive, UPD will coordinate any information or assistance with them, and the EOC will be activated.
- Incident Commander will determine when re-entry to the building can be made and the classes and office areas are safe to open. There is no specified time limit for when students and faculty will be permitted back into or exit the isolated area. This will depend solely upon the information received and the results of the findings.

SUSPICIOUS BEHAVIOR

Report any of the following suspicious behavior or circumstances to UPD at x2626 or (718) 270-2626:

- People in buildings or areas who do not appear to be conducting legitimate

business.

- People monitoring various areas, buildings or entrances.
- People requesting information with no apparent need for such information.
- People taking photographs of critical facilities.
- People dressed inappropriately for weather conditions (suicide bomber).

BIO-THREATS

Suspicious Letters or Packages

General Guidance

Campus Communities around the country have received anthrax threat letters. Most were empty envelopes; some have contained powdery substances. The purpose of these guidelines is to recommend procedures for handling such incidents.

Anthrax Information

- Anthrax organisms can cause infection in the skin, gastrointestinal system, or the lungs. To do so the organism must be rubbed into abraded skin, swallowed, or inhaled as a fine, aerosolized mist. Disease can be prevented after exposure to the anthrax spores by early treatment with the appropriate antibiotics. Anthrax is not spread from one person to another person.
- For anthrax to be effective as a covert agent, it must be aerosolized into very small particles. This is difficult to do, and requires a great deal of technical skill and special equipment. If these small particles are inhaled, life-threatening lung infection can occur, but prompt recognition and treatment are effective

HOW TO IDENTIFY SUSPICIOUS PACKAGES AND LETTERS

Some characteristics of suspicious packages and letters include the following:

- Excessive postage
- Handwritten or poorly typed addresses
- Incorrect titles
- Title, but no name
- Misspellings of common words
- Oily stains, discolorations 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

In the Instance you receive a SUSPICIOUS UNOPENED LETTER OR PACKAGE MARKED WITH THREATENING MESSAGE SUCH AS “ANTHRAX”:

- First and Foremost, **DO NOT PANIC**
- Do not shake or empty the contents of any suspicious envelope or package.
- Do not open the envelope or package
- PLACE the envelope or package in a plastic bag or some other type of container to prevent leakage of contents.
- If you do not have any container, then COVER the envelope or package with anything (e.g., clothing, paper, trash can, etc.) and do not remove this cover.
- Then LEAVE the room and CLOSE the door, or section off the area to prevent others from entering (i.e., keep others away).
- Keep others away from yourself as well.
- WASH your hands with soap and water to prevent spreading any powder to your face. Use the closest sink and do not let others in this area.
- If you are at HOME, then report the incident to local police by calling 911.
- If you are at WORK, then report the incident to University Police at x2626 or (718) 270-2626, and notify an available supervisor.
- LIST all people who were in the room or area when this suspicious letter or package was recognized. Give this list to both the local public health authorities and law enforcement officials for follow-up investigations and advice.

IF THE ENVELOPE WITH POWDER AND POWDER SPILLS OUT ONTO SURFACE:

- DO NOT try to CLEAN UP the powder. COVER the spilled contents immediately with anything (e.g., clothing, paper, trash can, etc.) and do not remove this cover!
- Then LEAVE the room and CLOSE the door, or section off the area to prevent others from entering (i.e., keep others away).
- Keep others away from yourself as well.
- WASH your hands with soap and water to prevent spreading any powder to your face. Use the closest sink and do not let others in this area.
- 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 the emergency responders for proper handling.
- Await further instructions from emergency responders.
- SHOWER with soap and water as soon as possible. Do Not Use Bleach or Other Disinfectant On Your Skin.

- If possible, list all people who were in the room or area, especially those who had actual contact with the powder. Give this list to both the local public health authorities so that proper instructions can be given for medical follow-up, and to law enforcement officials for further investigation.
- You will be given further instructions by responding Emergency personnel.

Room Contamination by Aerosolization

For example: small device triggered, warning that air handling system is contaminated, or warning that a biological agent released in a public space.

- Remain Calm
- Turn off local fans or ventilation units in the area.
- LEAVE area immediately.
- CLOSE the door, or section off the area to prevent others from entering (i.e., keep others away). Wash affected areas with soap and water as soon as possible. Do Not Use Bleach or Other Disinfectant On Your Skin.
- 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 the emergency responders for proper handling.
- Remain in the general area for first responders
- If you are at HOME, then dial 911 to report the incident to the local police.
- If you are at WORK, then dial X2222 to report the incident to University Police and notify an available supervisor.
- If possible, list all people who were in the room or area. Give this list to both the local public health authorities so that proper instructions can be given for medical follow-up, and to law enforcement officials for further investigation.
- You will be given further instructions by responding Emergency personnel.

Bomb Threats or Suspicious Unattended Items

BOMB THREAT

If a suspicious package is discovered on the campus, the individual making the discovery shall first move to a safe location then contact University Police (x2626 or (718) 270-2626) and provide as much information as possible. If a telephone call or information is received stating a bomb is somewhere on the campus:

- Recipient will write down the call as precisely as possible, noting time of call, length of call, any distinguishing characteristics of the caller's voice (to include male/female, accent, age, etc.) and the possible location.
- Be calm, be courteous, and listen. While caller is on phone, notify supervisor or police. DO NOT HANG UP, even if the caller does.
- Recipient immediately contacts University Police from another phone, advises them of the call, and provides a detailed written text.
- UPD will be posted to ensure no one enters the building until the building is

searched and the area is declared safe. UPD may enlist volunteers from the faculty and/or staff for posts to ensure no one enters the building while UPD conducts a search.

- All students, faculty, and staff will vacate the affected buildings, and move to a safe location as designated by officials on site, staying at least 300 feet from the nearest building.
- If outside emergency services are needed, the University Police coordinates their response.
- UPD will advise when reentry to the building can be made. There is no specified time limit for when students, staff and faculty will be permitted back into the isolated area. This will depend solely upon the information police receives and the results of the findings.

SUSPICIOUS UNATTENDED ITEMS

Suspicious packages can come in all shapes and sizes. In general terms, a suspicious package is any bag, box, backpack, package or other item left unattended or that otherwise seems out of place. For example, a package on a mailroom counter is not necessarily suspicious. But, place that same unattended package in an elevator, it becomes suspicious.

University Police will determine if evacuation or other action is necessary. University Police respond to reports of suspicious packages. Although in many cases there is no actual security threat, the mere possibility is enough to disrupt the lives of hundreds of people. Of course, the inconveniences caused by these “false alarms” pale in comparison to the destruction that results when suspicious packages turn out to be something more dangerous.

The best defense against suspicious packages is awareness of your surroundings. Suspicious packages should be immediately reported to University Police at x2626 or (718) 270-2626.

Campus Disturbance or Demonstration

Policy

Generally, peaceful, non-obstructive demonstrations should not be interrupted. Demonstrators should not be obstructed or provoked and efforts should be made to conduct College business as normally as possible. Rules of the Board of Trustees, Section 535.4 states, “No student, faculty or other staff member or authorized visitor shall be subject to any penalty solely for the expression of his views nor for assembling with others for such purpose.” Section 535.3 outlines conduct that is prohibited.

General Guidance

A demonstration should not be disrupted unless one or more of the following conditions exist as a result of the demonstration:

- Interference with normal operations of the Downstate facilities.
- Prevention of access to office, building, or other Downstate facilities.
- Threat of physical harm to people.
- Threat or actual damage to campus property.

If any of these conditions do exist, notify the University Police at x2626 or (718)_270-2626, the University Police will ask the demonstrators to terminate the disruptive activity and inform them that failure to discontinue the specified action will result in disciplinary action and/or arrest. Student Affairs may also be notified to assist in communicating with student participants.

Crime

If a crime is in progress:

- Do not attempt to apprehend or interfere with the criminal except in case of self-protection.
- In the event of a robbery, do not resist.
- If safe to do so, take time to get a good description of the criminal. Note height, weight, sex, race, hair color, approximate age, clothing, method and direction of travel. If the criminal is entering a vehicle, note the license plate number, make, model, color and any outstanding characteristics.
- Call University Police at x2626 or (718) 270-2626. Give your name, location, and phone number. Advise them of the situation and specific details.
- Stay Calm.

Personal Safety Tips

- Avoid walking or jogging alone, especially after dark.
- If you must travel alone at night, use the campus shuttle service, or ask someone to escort you to your destination. Contact UPD for assistance at x2626 or (718) 270-2626.
- Be alert to your surroundings. If you suspect that you are being followed, quickly run in a different direction toward a lighted area, a group of people, or a street with traffic.
- Have your keys ready when returning to your residence hall or apartment, and keep your personal items concealed and close to your body.
- Don't investigate a suspicious person or noise outside by yourself—call for help.
- Remember that the majority of assaults involve alcohol—be aware of your limits.

Evacuation Guidelines for Students and Staff with Disabilities

The evacuation of the building during a fire alarm is required, regardless of cause. In accordance with regulatory requirements and SUNY Downstate policies and procedures, everyone must evacuate a building in which a fire alarm is sounding. Fire alarms include, but are not limited to accidental alarm, false alarm or conditions caused by fire and/or smoke.

Individuals requiring special evacuation assistance in the event of an alarm should evacuate accordingly and by following the directives of on-site emergency personnel.

Buddy System

Individuals requiring special evacuation assistance should develop a buddy system

- Buddies need to be willing and capable of assisting in an evacuation. A “buddy” could be a friend, classmate, instructor, supervisor, or co-worker
- Persons with disabilities and buddies must be able to contact each other quickly.
- Designate at least two buddies.

Guidelines

The following are the Emergency Evacuation Guidelines for persons with special needs and/or disabilities at SUNY Downstate. As standard practice:

Persons with limited mobility:

- Individuals who walk with canes, crutches, walkers, etc. and those who utilize wheelchairs should decide whether or not they can descend stairs or evacuate a building in an emergency with little assistance from others.
- If not, they should:
 - Go to the nearest stairwell or move to a Designated “Area of Refuge” and notify UPD at X2626 or (718) 270-2626 of their location (tell UPD of the Bldg, Floor and look for a nearby office number just outside stairwell and tell them of your disability).

Persons who are blind or have low sight:

- Persons who are blind/low sight can, with the assistance of others, evacuate a building using the stairs, if they are familiar with their immediate surroundings and frequently traveled routes and if stairs are safe to use.
- If the blind/low sight person is unfamiliar with the emergency evacuation route, they should either:
 - Move to a Stairwell near their office, or move to an area of refuge.
 - Notify UPD at x2626 and (718) 270-2626.

Persons who are deaf/hard of hearing:

- All buildings on campus are equipped with fire alarm strobe lights; some individual alarms within those buildings may be just sound, but there are adequate coverage with visual alarms.

Students with special needs and/or disabilities needing accommodations should contact the Office of Student Affairs to discuss accommodations.

Evacuation Options

Persons with special needs and/or disabilities have three basic evacuation options:

- Horizontal evacuation: using building exits to the outside ground level or going into adjacent buildings in multi-building complexes.
- Stairway evacuation: using steps to reach ground level exits from the building.
- Move to an Area of Refuge*: If an individual requiring special evacuation assistance move to an Area of Refuge or Stairwell, they should dial 718-270-2626 immediately and report their location to University Police, who will

in turn relay that information to on-site emergency personnel.

If you remain in the stairwell or Designated Area of Refuge*:

- Notify others or your “buddy” (if possible) that you are doing so.
- Close the door to prevent smoke and fire entry.
- Call (718) 270-2626 and report your location so that on-site emergency personnel can be informed and respond.

*Area of refuge: An area of refuge is an area that can be used as part of the required means of egress for persons that are disabled. These areas, located in stairwells, and can be used by disabled persons until rescue can be facilitated by emergency personnel. Areas of refuge can be pressurized stair enclosures in high rise buildings, or designated by signage in newer renovated buildings.

With an evacuation assistant or a buddy, go to an area of refuge away from obvious danger. The evacuation assistant should then go to the building evacuation assembly point and notify the on-site emergency personnel of the location of the person with a disability. Emergency personnel will determine if further evacuation is necessary.

NOTE: Elevators in most buildings are pre-set (as required) to return automatically to the bottom floor. Elevators are like chimneys. Smoke on any floor can be drawn up through the elevator exposing people to high levels of all fire gases including carbon monoxide, hydrogen, and cyanide.

Knowledge and preparation by both persons with special needs and/or disabilities and persons without disabilities is key to reducing the impact of emergencies.

Fire and Facility Evacuation

Procedures to be followed:

- If a fire is discovered in any building on campus, the individual shall immediately pull the closest fire alarm box, usually located at exit stairwells and building exits.
- When a fire alarm is activated, all occupants are to evacuate the building in a timely and responsive manner.
- Should a person have to remain in the building due to circumstances beyond his/her control, notify the University Police of the person’s location and the condition of the individual (e.g., disabled, wheelchair bound, injured, etc.).
- UPD will respond to the alarm panel of the building that has been activated and determine the exact location of the activation. UPD will then go to that location to determine the response needed and will inform arriving NYFD personnel of their findings and will assist with traffic and crowd control.

Evacuation

When an evacuation of a building is ordered, the evacuation will be done in an orderly and safe manner.

- Become familiar with your work area and at least two building exit locations.
- When the fire alarm sounds, prepare to evacuate immediately.
- In buildings containing laboratories, all experiments in progress need to be

stopped, e.g. Bunsen burners and electrical equipment turned off.

- Close, but do not lock doors.
- Do not panic but walk quickly to the closest emergency exit. Proceed to a location away from windows or potential falling debris, a minimum of 50 yards.
- Do not use elevators.
- Walk in a calm manner through corridors and stairwells. void unnecessary talking and keep the lines moving.
- Individuals requiring assistance in evacuation should proceed to stairwell entrance area and wait for assistance. Notify responding authority of your location.
- If smoke is encountered, drop to the floor and crawl along the wall to the nearest exit.
- When approaching a closed door, feel the door with the back of your hand. If the door is cool, carefully open the door and (if safe) proceed with the evacuation.
- No one is to return to the building until permission is granted by the University Police or the NYFD.

Hazardous or Chemical Materials Spill

TIP

Safety Data Sheets, which contain information about hazardous materials on campus, are available in hard copy in every department in which hazardous materials are used or stored. They can be made available to you upon request.

HAZMAT incidents may be:

- indoor and outdoor fuel spills;
- solvent or other chemical spills in shops;
- chemical or biological spills in buildings and laboratories;
- chemical odors in buildings;
- natural gas smells and leaks; or
- fires in a laboratory or other facility involving highly toxic chemicals, infectious substances, and radioactive materials.

Response

OUTDOORS

- If you witness an accidental or intentional release of hazardous material into the environment (air, water, ground), move upwind from the spill's vicinity.
- Immediately notify UPD, x2626 or (718) 270-2626, of the spill's location and scope.
- Warn other individuals to stay away from the spill site.
- UPD will call medical personnel, if necessary, and direct them to your location.

INDOORS

- Alert all individuals who might be harmed to evacuate the immediate area and go to a location that will not impede emergency personnel.
- Notify UPD on a phone located a safe distance from the hazard to report:
 - the nature of the incident, and name of the hazardous materials, if known,
 - the exact location,
 - whether there are injuries,
 - symptoms being exhibited by exposed individuals, and
 - any other details that would assist officials in preparing their response.

Natural Disasters

General Guidance

The Emergency Response Plan defines weather monitoring and Downstate's overall response to weather-related threats. Faculty and staff activities at such time shall focus on safety of students, patients, and personnel and, in certain cases, the protection of College assets. Faculty and staff are responsible for securing work area assets and for conducting preliminary damage assessments of work areas.

Hurricane/Flood/Winter Storm

- Downstate may close (only by order of the Governor) or classes may be cancelled before travel conditions become dangerous and will not reopen until the environment is safe. Therefore, there are no special on-campus safety guidelines for non-storm personnel and students. Storm personnel, employees required to work, police and Facilities Management personnel will have individual unit plans in place.
- Faculty and staff are required to secure their work areas for wind and flooding prior to being released or housed on campus. This may include shutting down sources of open flame, securing high voltage supplies, separating and/or storing reactive materials.

Thunderstorm

Observe the following rules if severe and proximate lightning is occurring or is about to commence:

- Avoid water fixtures, telephone lines, and any electrical conducting materials.
- Stay inside buildings and off campus grounds.

Campus buildings are designed to withstand significant damage resulting from thunderstorm wind, rain, hail and lightning strikes. However, during violent thunder/wind storms, stay away from large exterior windows.

If you are working outdoors or are not at work, depending on your location, keep the following in mind:

- In your residence hall or a classroom or office - follow the above-mentioned rules.

- In your car, because cars are low profile and supported on rubber tires (an effective electric insulator) they are generally (but not always) safe from lightning strikes.
- Electrical current will also generally follow a path around, rather than through, the passenger compartment (not necessarily true for convertibles).
- In an open area - go to the nearest ditch or ravine and drop to your knees. There are a number of “do nots” to keep in mind. Do not do any of the following:
 - Stand in an open area.
 - Stand underneath a tall tree (especially if it is in an isolated area).
 - Seek shelter in a small structure in an open area.
 - Stand in or around a body of water.
- In a wooded area - go to a low area of small trees/bushes.
- Stay away from anything metal - farm equipment, golf clubs, wire fences, etc.
- If you feel your hair standing on end, drop to your knees and bend forward, putting your hands on your knees. Do not lie flat on the ground.

Tornado

General Guidance

In a typical year, tornados have been known to develop in the month of July/August, although they are possible anytime of the year. Large thunderstorms can often spawn tornados on the outer fringes of the storm.

Learn to recognize weather signs. Tornado weather is usually hot, humid and oppressive, with southerly winds. An hour or two before the storm the clouds may have a greenish-black color, and may seem to bulge down instead of up. Rapidly moving lower clouds may be shot with lace-like lightning.

Know what a tornado looks and sounds like. The funnel of a tornado looks like a spinning, twisting rope at its bottom, and fans out into a rotating funnel-shaped cloud extending down from the base of a thundercloud. It is usually gray or black.

A nearby tornado usually sounds like the roar of a jet plane or a diesel freight train. Heavy rain and hail may add to the damage of the tornado itself.

Where to Go During a Tornado

Knowing what to do during a tornado may mean the difference between life and death. If you hear a tornado warning, seek shelter immediately. Stay away from windows.

MOST BUILDINGS

- Most office/school/residence halls or buildings—Go to an interior hallway on a lower floor, preferably in the basement, or designated shelter area. Stay away from windows. Choose an inside wall away from windows and lie flat against it. Central halls, bathrooms, and closets are good places. Get under heavy furniture, if possible, to protect yourself from flying glass and debris.
- Avoid gymnasiums, or pool area with large, free-span roofs.

- Do not stay in your car, since it is an unsafe place during a tornado.
- If caught outdoors and you have no time to escape, lie flat in the nearest ditch, ravine, culvert or under a bridge, but not where you could be trapped by flood waters.

Tornado Warnings—What They Mean

Tornado Watch

A tornado watch indicates that weather conditions may cause tornados to develop in an area. A watch does not mean that a tornado has been sighted. You should be prepared for a possible tornado. Residents of the designated area need not seek shelter or disrupt their normal routine during the tornado watch, but they should tune in to local web broadcasts, radio or TV and be alert for threatening weather conditions. The Campus will use Send Word Now and/or the Emergency Speaker System if the watch gets elevated to a Warning and a funnel has been spotted in campus area.

Tornado Warning

Tornado warnings are issued by local weather bureau offices when a tornado funnel has actually been sighted or indicated by radar. The Campus will use Send Word Now and/or the Emergency Speaker System if the watch gets elevated to a Warning and a funnel has been spotted in campus area.

The warning will indicate where the tornado was detected and the area through which it is expected to move. A tornado warning means that persons in the expected path of the storm should take shelter immediately.

Tornado Survival Rules

Know the difference between a tornado watch or forecast and a tornado warning:

- A tornado watch means that tornado conditions exist in an area.
- A tornado warning means that a tornado has actually been sighted and that residents of the campus should take shelter.

Protect yourself against the “sandblasting” effect of flying glass and bits of sharp metal. Cover yourself with an old rug and crouch under heavy furniture.

Listen to instructions on Send Word Now or Emergency Speaker System. Call UPD at x2626 or (718) 270-2626 if you are injured or trapped.

Beware of possible dangers:

- Flying objects
- Falling trees
- Broken windows

Wild Animals on Campus

Prevent wild animals from entering buildings by not removing existing screens from open windows, and keeping exterior doors closed. Windows should be closed at night for additional deterrence.

Animals may pose physical hazards from bites and scratches, and alive or dead can spread disease. Avoid all contact with wild animals. Call UPD at 718-270-2626.

Contact includes:

- Bite or scratch from an animal.
- Exposure of eyes, nose, mouth and non-intact (cut, scratched, burned, etc.) skin to animal blood or saliva.

To report a nuisance animal in a building or posing a threat:

Notify University Police at x2626 or (718) 270-2626.

1. Be prepared to tell University Police the following information:
 - Your name, phone number and location from which you are calling.
 - The nature of the incident (type of animal, animal behavior, injuries sustained).
2. Do not attempt to remove or disturb the animal.
3. Depending on the circumstances, Facilities will arrange to have the animal removed. The room / area may have to be temporarily closed while an animal is being removed.
4. Remove yourself and others from the space in which the animal is confined while making an effort to keep the animal contained. This may include closing doors and windows so the animal cannot escape, but no such effort should be taken that places you at a perceived risk. Do not try to capture the animal. Only designated persons should attempt capture (Facilities or Facilities Contractor). Use only reasonable attempts to contain the animal so that it may be captured and submitted for testing.
5. Students may be displaced from sleeping area while animal is captured.
6. Students that have had contact with a wild animal must contact Student Health Services.
7. Employees that have had contact with a wild animal must contact Student and Employee Health Services to be evaluated for disease preventative measures such as vaccinations.

Serious Injury/Illness/Mental Health Emergency/Discovery of Death

Survey the area to see if it is safe for you to assist.

- Do not remain on the scene should the individual possess a weapon.
- If an individual is suspected of being suicidal, obtain as much information as possible (i.e., name, what the individual has used to attempt suicide, emails or suicide notes from the scene), remain with the person and contact UPD.
- Call University Police at x2626 of (718) 270-2626. Give your name, location, and phone number. Give as much information as possible regarding the nature of the injury/illness/mental health emergency; whether the victim is conscious.
- Do not move a seriously injured person unless it is life threatening.
- If victim is conscious and alert, keep the victim calm and as comfortable as possible.
- Remain with the victim until University Police or emergency personnel arrive.

- If victim exhibits obvious death symptoms like rigor mortis, back away from the scene, do not disturb the area and call UPD at 2626 or (718) 270-2626.
- If victim is unconscious and unresponsive to touch or noise, proceed with CPR/AED if trained to do so. If you are not trained nor wish to administer CPR, back away from the scene, do not disturb the area and call UPD at x2626 or 718=270-2626.
- An Automated External Defibrillator (AED) is located in each building.

Automatic External Defibrillators (AED) on Campus

Automatic External Defibrillators (AED) are a proven method of reducing morbidity and mortality from sudden cardiac arrest (heart attack). An AED is a device that attaches to a victim's chest to assess the heart's rhythm and, if needed, automatically recommends whether or not a shock be delivered to correct the heart's rhythm. An adult who has just gone into sudden cardiac arrest is most likely in urgent need of defibrillation and a metered electrical charge can often restore the heart to healthy function and save a life.

To provide a realistic chance of survival, defibrillation must be available soon after cardiac arrest. The automatic external defibrillator (AED) will enable University personnel or the public who are trained in CPR/AED to deliver early defibrillation to victims in the first critical moments after a sudden cardiac arrest. Responder's use of the AED should not replace the care provided by emergency medical service (EMS) providers but it is meant to provide a lifesaving bridge during the first few critical minutes it takes for advanced life support providers to arrive.

Upon arrival of the EMS providers, patient care should be transferred to EMS personnel.

Pandemic (Influenza, Mumps, etc.)

Should an outbreak occur, Downstate will begin to activate its emergency response plan. Steps will be taken to (a) help faculty, staff and students depart before national and international travel restrictions begin; (b) maintain a reduced level of key campus operations through remote or online interaction; (c) implement payment of wages and other payments through direct deposit and other electronic means; (d) communicate contingency responses; and (e) begin the recovery process once the outbreak has been controlled.

The University Pandemic Influenza Response Plan may be activated in several escalating levels and in consonance with guidance received from SUNY System Administration, the World Health Organization, the U.S. Department of Health and Human Services, the Center for Disease Control, and New York State and City Health department. A synopsis of our levels or response follows:

Level 1

First cases of efficient human-to-human transmission internationally.

The campus stays open, business as usual, more enhanced and specific planning steps will be taken to prepare for the next level. Communication with the campus community will increase to keep everyone informed of plans being implemented.

Level IIa

First verified case is reported in North America AND one or more other triggering events. The criteria of events that will trigger moving to Level 2 include (a) the

World Health Organization declaration reflecting an increased and sustained transmission in the general U.S. population, (b) confirmation of a high rate of infectivity, morbidity (rate of infection) and/or mortality (death rate), (c) rate/speed of disease spreading, (d) local public health recommendation to curtail/cancel public activities in county or state, (e) falling class attendance and/or students departing the campus, (f) rising employee absenteeism, (g) other regional schools and school systems closing, (h) transportation systems closing or curtailing interstate travel and (i) cases in the local area occurring early in the overall U.S. experience with the unfolding pandemic.

Social distancing measures will be adopted; steps will be taken to minimize large gatherings, including the possible cancellation of public events, other scheduled extra-curricular activities and some classes. Health and Counseling Center staffs will begin to implement emergency response procedures. Administrative departments, student service units and all academic programs will review procedures for possibly shutting down.

Level IIb

Suspected/confirmed case(s) are reported in local area.

Depending on national and local conditions, review plans necessary to close the University.

Level IIIa

Suspected/confirmed case is reported on campus.

Review capability to continue operations. Selected residence halls/apartments, administrative offices and academic buildings may need to be closed. Dining operations may need to be reduced. All research operations may be interrupted until the pandemic period has passed. All administrative and academic support units may be shut down until the campus reopens.

Level IIIb

The campus is closed. An emergency condition has been declared and the campus has been evacuated.

All facilities have closed except skeletal services for the student health center and temporary emergency shelter housing for students with extreme hardships. Access to campus has been sealed off for vehicles and pedestrians (except for essential employees for tasks related to securing and maintaining the campus and its facilities), and closure is sustained. All service contracts and construction projects will be suspended.

Recovery level

The pandemic is under control.

Once the danger of the pandemic has passed, the campus will reopen for business.

Heat Related Issues

The New York City area can get very hot and humid during our warmer months. People who exercise or work in extreme heat are more likely to become dehydrated and get heat-related illness.

STOP all activity and get to a cool environment if you feel faint or weak.

- Limit outdoor activity, especially midday when the sun is hottest.
- Drink from two to four cups of water every hour. Don't wait until you are thirsty to drink. void sugary drinks
- Apply and reapply sunscreen as indicated on the package.
- Schedule workouts, activities, and practices earlier or later in the day when the temperature is cooler.
- Pace activity. Start activities slow and pick up the pace gradually.
- Drink more water than usual and don't wait until you're thirsty to drink more. Muscle cramping may be an early sign of heat-related illness.
- Monitor a teammate's or partner's condition, and have someone do the same for you.
- Wear loose, lightweight, light-colored clothing.
- Seek medical care immediately if you or a teammate has symptoms of heat-related illness

Muscle cramping might be the first sign of heat-related illness, and may lead to heat exhaustion or stroke. Here is how you can recognize heat exhaustion and heat stroke and what to do:

HEAT EXHAUSTION	WHAT YOU SHOULD DO:
<ul style="list-style-type: none"> • Heavy sweating • Weakness • Cold, pale, and clammy skin • Fast, weak pulse • Nausea or vomiting • Fainting 	<ul style="list-style-type: none"> • Move to a cooler location. • Lie down and loosen your clothing. • Apply cool, wet cloths to as much of your body as possible. • Sip water. • If you have vomited and it continues, seek medical attention immediately.

HEAT STROKE	WHAT YOU SHOULD DO:
<ul style="list-style-type: none"> • High body temperature (above 103°F)* • Hot, red, dry or moist skin • Rapid and strong pulse • Possible unconsciousness 	<ul style="list-style-type: none"> • Call x2626 / 718-270-2626 immediately (on campus) 911 off campus — this is a medical emergency. • Move the person to a cooler environment. • Reduce the person's body temperature with cool cloths or even a bath. • Do NOT give fluids.

Terrorist Attack

Weapon of Mass Destruction – Definition

A weapon of mass destruction includes biological, chemical, incendiary, nuclear or highly explosive material and any combination thereof.

General Guidelines

Emergency action steps will depend upon the type of device and/or agent used

and whether it is used on campus, in a campus building, or off campus. The campus has developed plans to respond to such situations and has established lines of communication with appropriate civil authorities to obtain current information.

Action Steps for Initial Responders

Move to a safe location.

Notify University Police (UPD) - Call x2626 or (718) 270-2626 or 911.

- Avoid Contamination
 - At the point of the release.
 - By exposed individuals.
- Do not touch or move any suspicious object.
 - Do not use radios, cell phones, etc. that may trigger detonation.
 - Evacuate the area.
- If an unknown material has been released:
 - Facilities will shut down ventilation systems.
 - If the release is internal, secure the affected area and evacuate.
 - Affected individuals should quarantine themselves at a safe location.
 - If the release is external, secure the perimeter and do not evacuate.
- If a hazardous release occurs off campus:
 - If the contamination is expected to affect the campus, you will be given instructions to remain indoors.
 - If the contamination is not expected to affect the campus, you will be given instructions on avoiding any contaminated areas.

Utility Failure

Utility Failure

For all utility emergencies, notify Facilities at Ext. 1212 (718-270-1212) weekdays and Ext. 2810 (718-270-2810) or x2830 (718-270-2830) evenings, weekends, and holidays. At any time, you may notify University Police at x2626 or (718) 270-2626.

Evacuate the building if the fire alarm sounds and/or upon notification by University Police, Fire Department, or Environmental Health & Safety.

Elevator Failure

- If you are trapped, use the emergency phone in the elevator.
- If you have a cellular telephone, call University Police at (718) 270-2626. Remain calm and wait for help to arrive.
- If you discover trapped people, notify University Police at x2626 or (718) 270-2626, talk to the trapped people and try to keep them calm until an officer or other help arrives.

Flooding or Water Main Break

- If flooding occurs, stop using all electrical devices.
- Notify University Police at x2626 or (718) 270-2626.

- Evacuate the area or building.

Gas Leak

TIP

A gas leak typically smells like sulfur or rotten eggs, due to an additive in the natural gas supply.

If you detect natural gas, fumes or any unusual odors or vapors:

- Evacuate the area immediately, leaving doors and windows open as you exit and avoiding the use of elevators.
- Do not use electric switches, telephones (including cell phones), or anything that could cause a spark.
- Provide assistance to persons with special needs, if possible; otherwise, provide their location to emergency responders.
- Call UPD at x2626 or (718) 270-2626 from a safe location.
- Provide your location and the location of the odor or vapor to the dispatcher.
- Provide as many details as possible about the nature of the smell.

Power Outage

- A major power outage may not in itself be destructive, but a possible resulting panic or fire could endanger life and property. Panic can be partially avoided by an immediate decision on the need to cancel classes or meetings in progress or to evacuate the building.
- In laboratory buildings, fume hoods do not operate during a power outage and most laboratories should not be used until the ventilation is properly restored. Laboratory personnel should secure experiments or activities that may present a danger when the electrical power is off or when it is restored unexpectedly. Close sashes on fume hoods and clean up or put away chemicals. Do not perform procedures using hazardous materials until power is restored.

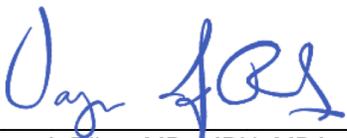
Water Line/Sewer Failure

In the event of a water line/sewer failure, remain calm and follow these steps:

- Notify the University Police immediately at x2626 from a campus phone or (718) 270-2626 from a cell phone. Advise them of the severity and location of the problem. Indicate if any people or objects are in imminent danger.
- Use extreme caution if any electrical appliances/outlets are near the water. Stop using all electrical equipment.
- If the source of the water is known and you are confident you can stop it safely, (i.e. unclog the drain, turn off the water), do so cautiously.
- Assist with protecting objects from water damage by removing them from the area.

If directed to evacuate, follow the same directions for a building evacuation.

As President of SUNY Downstate Health Sciences University, I hereby endorse the attached Emergency Response Plan and support its implementation.

Signed  Date: August 21, 2020
Wayne J. Riley, MD, MPH, MBA, MACP
President, SUNY Downstate Health Sciences University