



Mandl School- The College of Allied Health

EMERGENCY MANAGEMENT

&

PREPARATION PLAN

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I. INTRODUCTION

This plan describes established policies and procedures and provides administrative direction to be followed by all persons at Mandl College in various emergencies. Guidelines and operational instructions established herein are to be followed by college employees to respond promptly and effectively in case of natural disasters or other emergencies occurring at the Mandl College campus. This plan is subject to annual review by the college.

Every action must be taken to ensure the:

- Protection of life and property.
- Alleviation of human suffering and hardship; and
- Maintenance and/or restoration of essential public facilities and services.

Campus Safety Team (212-247-3434) will be responsible for emergency management operations at the College, comprised of members of the President's Cabinet, the Director of Campus Safety, the Chief Academic Officer, and his designee.

General areas of responsibility for Campus Safety are:

- Preparation, maintenance, and implementation of local emergency plans
- Notifying the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus.
- Coordination of planning and emergency use of facilities with Federal, State and County Emergency Preparedness Guidelines
- Storage, maintenance, and inventory of emergency supplies and equipment
- Coordination of internal activities during emergencies
- Coordination of external support requirements during emergencies:
 - Law enforcement services
 - Firefighting services
 - Ambulance services
 - Hospital services
 - Management offices, municipal or industrial sources, hazardous waste removal services
- Preparation of administrative records and reports consisting of:
 - Description of all aspects of the emergency
 - Supplies/services received from outside sources
 - Number of persons injured
 - Number of persons housed
 - Number of meals served
 - Other pertinent or related information concerning the emergency

II. EMERGENCY PROCEDURES

1. GENERAL EVACUATION PROCEDURES

Mandl College building is to be evacuated immediately under the following conditions:

- Fire alarm sounds continuously;
- Power outage affecting chemical fume hoods exists; check location of affected area, make sure evacuees do not re-enter this area;

- When people are notified by Campus Safety or by a person in authority; or
- When there is a threat to life and health as determined by individual good judgment (e.g., hazardous material release or chemical spill, natural disaster, etc.).

2. MEDICAL EMERGENCIES

If a serious injury or illness occurs on campus, **call 212-247-3434 or 911**. Provide your name, describe the nature and severity of the medical problem(s) and the campus location of the patient. Campus Safety will contact the Emergency Services (if applicable) for response. In the case of minor injury or illness, provide basic first aid (if you are certified) using the first aid supplies if available. In case of serious injury or illness immediately perform the following steps:

- Keep the patient still and comfortable. **DO NOT MOVE THE PATIENT** unless the scene becomes dangerous to the patient or the person assisting;
- Check for responsiveness by asking the patient, “Are you okay?” and “What is wrong?”.
- Check for breathing and give rescue breathing, if necessary;
- Check circulation and control serious bleeding by applying direct pressure on the wound.
- Begin CPR, if necessary;
- Continue to assist the patient until help arrives; and
- Look for emergency medical I.D., (*i.e.*, *bracelets, necklaces*), question witnesses, and give all information to the paramedics and/or to Campus Safety.

3. FIRST AID PROCEDURES

In all cases, notify Campus Safety at 212-247-3434. Campus Safety will contact the health office (if available) for response. When assisting with first aid procedures, always wear infection control barriers, such as latex gloves or other barriers, as needed.

Burns, Thermal and Chemical

- Dial 911 then contact Campus Safety at (212-247-3434).
- Assess the environment for safety.
- Remove only affected clothing, if possible, without causing further injury.
- Flood chemical burn with cool water.
- Cover burn with dry bandage.
- Keep patient quiet and comfortable.

Conscious Choking

- Assess the scene for safety and confirm that the patient is choking.
- Obtain consent to assist the patient.
- Lean the person forward and give 5 back blows with the heel of your hand.
- If the foreign object is not dislodged, follow the back blows with 5 quick, upward abdominal thrusts by reaching around the patient from behind and placing the thumb side of the fist above the patient’s belly button. Grab the fist with the other hand and give quick upward thrusts known as the Heimlich maneuver. (NOTE: Give chest thrusts to a choking person who is pregnant or too big for you to reach around.)
- If there are witnesses present, designate someone to dial 911 then contact Campus Safety at (212-247-3434)
- Continue with alternating 5 back blows with 5 abdominal thrusts until the obstruction is cleared or until the patient becomes unconscious.

- If patient becomes unconscious, lay patient on his or her back. Tilt the head back and attempt 2 rescue breaths. If the breaths do not go in, re-tilt the head and try again. If the chest does not rise, give 30 chest compressions.
- Look in the mouth for the foreign body or object.
- Remove, if one is seen, by performing a finger sweep. If not, continue alternating 30 chest compressions with 2 rescue breaths.
- Attempt 2 rescue breaths again. If they go in, but your patient is still not breathing, continue with CPR until a trained officer, College Nurse, or a more trained person arrives.
- If you are alone and choking, GO TO A PLACE WHERE PEOPLE ARE, if possible.
- If you cannot find assistance, you can perform abdominal thrusts on yourself by leaning over a firm object such as the back of a chair and pressing your abdomen into it to clear the obstruction.

Fainting, Unconsciousness and Shock

- If you witness a patient faint, or hear someone complaining of lightheadedness, have the patient lie or sit down and rest.
- Dial 911 then contact Campus Safety at (212-247-3434).
- Keep patient comfortable, not hot or cold.
- Ask or look for emergency medical I.D.
- If trained, provide care, and treat other injuries as necessary until help arrives.

Fractures and Sprains

- Keep patient still.
- Keep injured area immobile.
- Dial 911 then contact Campus Safety at (212-247-3434).

Heart Attack

- If patient is conscious, and complaining of chest pain or related symptoms, have the patient sit down, and Dial 911 then contact Campus Safety at (212-247-3434).
- If the patient is unconscious and there are no signs of life, Dial 911 then contact Campus Safety at (212-247-3434). Begin CPR **if trained** to do so until trained personnel can respond.
- If possible, look for or ask about emergency medical I.D., (*i.e., bracelets, necklaces.*)
- Keep patient comfortable, not hot or cold.

AED LOCATIONS

BUILDING	LOCATION
Main campus	5 th floor (Dr. Linda’s Office)

CPR

- Current recommendations place emphasis on high-quality chest compressions over artificial respiration; a simplified CPR method involving chest compressions only is recommended for untrained rescuers
- Provide cardiopulmonary resuscitation (CPR) if you are certified to through the American Red Cross or American Heart Association (AHA).
- Contact Campus Safety at (212-247-3434) to communicate your location and situation.
- Provide care until trained personnel can respond.

Poisoning and Overdose

- Determine what substance is involved, how it was taken, or how the exposure occurred.

- Dial 911 then contact Campus Safety at (212-247-3434).
- Stay with patient and assist as necessary.
- Collect remainder of substance taken.

Severe Bleeding and Wounds

- Dial 911 then contact Campus Safety at (212-247-3434).
- Apply direct pressure on the wound.
- Use clean bandages or gloved hand.
- Elevate the body part, if possible, without causing further injury.
- Add more bandages to reinforce existing bandages if blood soaks through.

Seizures

- Seizures could last a matter of seconds or could last as long as several minutes.
- Try to catch or assist the person to the floor. This will prevent further injury as the patient falls to the floor.
- Once the person is on the floor, keep the patient on the floor. Keep objects such as chairs or desks away from the person.
- Do not attempt to place anything in the patient's mouth as this could cause the patient to choke or could cause injury to the person assisting the patient.
- Assist the patient by making the patient feel as comfortable as possible during and after the seizure is over. Re-orientate the patient as to what happened and reassure them that help is on the way.
- Dial 911 then contact Campus Safety at (212-247-3434) as soon as possible.

4. COMMUNICATIONS/TELEPHONE COMMAND PROCEDURES

A. Campus Safety will:

- Ensure desk officer remains on duty until the emergency has been officially declared over by Campus Safety or other competent authority.
- Not accept or transfer routine calls that would tie up regular telephone communication.
- Route calls of inquiry from relatives of victims to the Vice President for Student Development or to members of the President's Cabinet. If telephone calls cannot be routed directly to the Vice President Student Development or a Cabinet member, a list of relatives' names and telephone numbers will be written down and taken to the Vice President Student Development or a Cabinet member. If telephone lines are out, cellular phones should be used to contact Campus Safety (212-247-3434).

B. In the event of a power or telephone outage, cellphones should be used.

III. FIRES, FLOODS, STORMS, TORNADOES, AND EARTHQUAKES

1. FIRE

The following actions will be taken in situations where fire has destroyed or damaged a facility to the extent that the facility is no longer available for use or creates a serious hazard to personnel:

- Campus Safety will establish barricades to keep persons other than firefighters or other emergency workers from interfering with the duties of the emergency workers and to safeguard persons not

directly involved with operations;

- Facilities will assist Campus Safety in keeping unauthorized persons away from the barricades;
- Campus Safety will control access to the facility until authorized by the fire official in charge to allow re-entry;
- If necessary, all persons will be moved to an alternate location; and
- After the emergency has been resolved, Campus Safety will make a complete report of damages and actions taken to secure the affected area(s).

2. FLOODS

Mandl is located above the local flood plain but requires surveillance for damage from surface water entering from underground utility systems. Should this occur, immediately notify Facilities at 212-757-7578(Oscar) to correct the situation. Campus Safety will make a complete report indicating the time discovered, time Facilities was notified, and severity of the flooding.

3. STORMS AND TORNADOES

Potential major damage may be broken glass and/or damage to roofs or roof structures in the college building. Damage could also occur to vehicles or injury of individuals may result from falling tree limbs or other unsecured items. In cases of damage of this nature, take the following action:

- In the case of damage to buildings, contact Facilities at 212-247-3434;
- In the case of injury to individuals, notify Campus Safety at 212-247-3434 or call 911; and
- In the case of a damaged vehicle, notify the owner (if known) or contact Campus Safety at 212-247-3434.

4. EARTHQUAKES

- Campus Safety will determine if anyone on campus has been severely injured or is trapped in damaged buildings.
- Facilities will evaluate buildings to determine which ones can be used for immediate shelter.
- Facilities or Campus Safety will erect barricades that will be used to keep persons other than emergency workers away from damaged areas.

IV. OTHER EMERGENCY SITUATIONS

1. BOMB THREATS/EXPLOSIVE DEVICES

A. Procedure

- If you receive an object in your office that has questionable contents, origin, or that otherwise makes you uncomfortable, **DO NOT OPEN OR MOVE THE OBJECT** and contact Campus Safety at (212-247-2434) immediately.
- It is the procedure of the College to evacuate occupants from those buildings and areas against which specific bomb threats have been received.
- The order to evacuate shall be given by either the President or the ranking member. In absence of all of the above individuals, Campus Safety shall give the order.

Bomb Threat Telephone Calls

If you receive a bomb threat:

- Remain calm;
- Note time and take notes of exact words;
- Obtain the following information
 - Where is the bomb?
 - What time will the bomb go off?
 - What does it look like?
 - What kind of explosive is it?
- Keep the caller on the line as long as possible. Try to record every word spoken by the person. Try to get as much information as possible. Make the following notes:
 - Male/female
 - Age (older/younger)
 - Ethnic origin
 - Speech characteristics
 - Background noises

As soon as the caller hangs up, call 911 then contact Campus Safety immediately at 212-247-3434.

Campus Safety will:

- Notify the President and the Vice President of Academic Affairs;
- Investigate the complaint;
- Decide to evacuate, search, or both, in consultation with Campus Safety;
- Contact the appropriate law enforcement agency;
- Designate a chain of command;
- Establish an Emergency Operation Center;
- Decide what type of communications will be used, (two-way radio, cell phone, or landlines), as certain types of devices could detonate an explosive device;
- Determine to what extent the available bomb squad will assist;
- Designate search teams and areas to be searched;
- Develop an evacuation plan to avoid a suspected danger area;
- Have a contingency plan available if bomb should go off; and
- Have a copy of the building blueprints.

C. Evacuation and Search Procedures

- Campus Safety and Facilities will immediately search stairs and elevators in the target building, and then evacuate the building, room by room.
- Teams of College employees that know the area in question will be used to search for strange objects in the area.
- Persons with physical disabilities should be assisted to the closest safe stairwell to wait for emergency personnel to assist them in exiting the building. **Have someone inform Campus Safety or other emergency personnel of the location of the disabled person(s).**
- The fire alarm should not be used as it could set off the bomb.
- When all persons are out of the target building, exterior doors of the building will be locked. Re-entry shall not be permitted until the conclusion of the search or 15 minutes after the designated time explosion, whichever is later.

BOMB THREAT CHECKLIST

Time reported: _____

Date reported: _____

How reported: _____

(Telephone, email, letter, in-person, etc.)

Exact words of caller: _____

Questions to ask:

1. When is the bomb going to explode? _____

2. Where is bomb right now? _____

3. What kind of bomb is it? _____

4. What does it look like? _____

5. Why did you place the bomb? _____

6. Where are you calling? _____

Description of caller's voice: _____

(Deep, high, elderly, young, electronically enhanced, etc.)

Male ___ Female ___ Young ___ Middle Age-Old ___ Accent ___

Tone of voice: _____ Background Noise: _____

Is voice familiar? _____

If so, who did it sound like? _____

Other voice characteristics: _____

Remarks: _____

Your name, address, and telephone number: _____

2. ACTIVE SHOOTER/TERRORIST/SNIPER/HOSTAGE

RUN-HIDE-FIGHT

RUN

- Have an escape route and plan in mind
- Leave your belongings behind
- Keep your hands visible

HIDE

- Hide in an area out of the shooter's view
- Block entry to your hiding place and lock the doors
- Silence your cell phone and/or pager

FIGHT

- As a last resort and only when your life is in imminent danger
- Attempt to incapacitate the shooter
- Act with physical aggression and throw items at the active shooter

<https://youtu.be/5VcSwejU2D0>

If you are in an outside area and encounter an active shooter, you should:

- Try to remain calm and call 911 if possible
- Move away from the active shooter or the sounds of gunshot(s) and/or explosion(s). RUN away in a zigzag pattern
- Look for appropriate locations for cover/protection, i.e., brick walls, retaining walls, large trees, parked vehicles, or any other object that may stop bullet penetration.
- Prevent others from entering the danger zone

a. Procedure

- Upon notification of a terrorist situation, Campus Safety will immediately notify the appropriate authorities and the following individuals:
 - College President
 - Vice President for Academic Affairs
 - Vice President of Enrollment Management
 - Dean of Academic and Student Services
 - Director of Facilities
 - Director of Evening and Weekend programs
- Persons who possess any pertinent information concerning the situation should contact Campus Safety immediately.
- The first priority will be to protect life and property.

- The preferred method of handling a Terrorist/Sniper/Hostage situation is to de-escalate the situation to a controllable level. The longer the situation can be maintained at a non-violent level, the more likely it is to end that way.

3. SHELTER IN PLACE

a. What “Shelter in Place” Means

Sheltering in place is the use of any classroom, office or building for the purpose of providing temporary shelter. One of the instructions given in an emergency situation is to “Shelter in Place.” That is to remain indoors due to a developing dangerous/hazardous situation outdoors. These guidelines are aimed at keeping people safe while remaining indoors. “Shelter in Place” means selecting a small, interior room, if possible, with no or few windows, and taking refuge there.

b. Shelter in Place Procedures

- **Alert others.** Follow the College’s emergency procedures. You may need to call Campus Safety at 212-247-3434 or dial 911 from an outside telephone. Provide essential information, such as the type of emergency, location, description of the attacker (s) and type of weapons involved. If you are unable to talk keep the line open.
- **Get away.** Only do this if you can escape quickly and safely. Identify an escape route first. Leave all belongings behind. If possible, stay behind furniture, buildings, cars, etc. Warn others as you go.
- **Lock down.** If you cannot escape, hide in the nearest room. Lock or barricade doors, close and cover windows. Turn off lights, silence any cell phones and be very quiet. Do not open doors until Campus Safety gives the “all clear” signal. Classroom doors will be left in the locked position and cannot be opened without a key except from inside the classroom.
- **Take cover.** If attackers are armed, hide in a place that totally blocks you from the view of the attackers. If there is nowhere to hide, lie flat on the ground. Stay away from doors and windows.
- If the shooter has fired on victims, you are faced with a life-or-death situation; only you can consider your next course of action.
- After all other options have been exhausted, you may be faced with the decision to overpower the shooter with force by whatever means necessary.

4. LOCK DOWN

A Lock Down is a procedure used when there is an immediate threat to the building occupants. In the event of a Lock Down, students, faculty and staff would be instructed to secure themselves in the room they are in and not to leave until the situation has been curtailed. This allows emergency responders to secure the students and staff in place, address the immediate threat and remove any innocent bystanders from immediate danger to an area of safe refuge.

Procedures:

- Stay in your room or office and barricade the door.
- Remain quiet.
- Do not attempt to leave the building or room.
- Wait until emergency personnel give you an “all clear!”

5. CIVIL DISTURBANCES OR DEMONSTRATIONS

- Any threatening disturbance or disruption of classes should be reported immediately to Campus Safety at 212-247-3434
- The following actions should also be taken:
 - Calmly alert all individuals in the area of the situation;
 - Lock all doors, secure all files, documents and equipment;
 - If necessary, cease operations and evacuate; and
 - Contact Campus Safety for further instructions.

6. GUIDELINES FOR DEALING WITH DISRUPTIVE INDIVIDUALS

Disruptive behavior is conduct that interferes with other students, faculty or staff and their access to academic, administrative, and other campus activities. If an individual is exhibiting disruptive and potentially dangerous behavior while on college campus or at a college-sponsored event, contact Campus Safety at 212-247-3434

A. Examples of Disruptive Behavior:

- Habitual interference with educational, work, living or social environments.
- Persistent and unreasonable demands for time and attention inside or outside the classroom;
- Words or actions that have the effect of intimidating or harassing another person;
- Words or actions that cause another person to fear for his/her personal safety; and
- Threats of physical assault.

B. How to Deal with an Individual Displaying Disruptive Behavior:

- Disruptive behavior should not be ignored. Remain calm. Remind yourself, “It's not about me, it's about the situation.”
- Inform the individual that their behavior is inappropriate; and
- **Don't hesitate to ask for help.**

C. “DO’S” AND “DON’TS” for Dealing with Disruptive Individuals:

Many disruptive situations involve anger; peak anger **usually** lasts 20-30 seconds. When confronted with disruptive situation, often it is best to “wait it out” before progressing to the “Do’s” and “Don’ts.”

1) THE “DO’S”

- Do listen through the anger.
- Do prevent total frustration by acknowledging the feelings of the individual.
- Do rephrase what is being said in an attempt to identify the issue(s) at the heart of the situation.
- Do allow the person to vent and tell you what is upsetting him or her. Use silence to allow the individual to talk it out.
- Do maintain eye contact.
- Do set limits. Explain clearly and directly what behaviors are acceptable. For example, “I will be willing to speak with you as soon as you lower your voice and sit down.”
- Do be firm, steady, consistent, and honest.
- Do empower the individual by helping him or her problem solve.
- Do feel free to postpone dealing with the situation by setting another, mutually agreeable time to

discuss it. Meeting on the same day is preferred. Be punctual.

- Do, whenever possible, separate the person from the situation that is causing the problem before attempting to reach a resolution.
- Do focus on what you can do to resolve the situation.
- Do try to turn the situation over to a counselor ASAP.

2) THE “DON’TS”

- Don't interrupt, particularly during the first 20-30 seconds of peak anger. Interrupting will likely prolong the outburst.
- Don't minimize the situation.
- Don't get into an argument or shouting match.
- Don't press for explanations for the disruptive behavior.
- Don't become hostile or punitive.
- Don't demand, command or order.
- Don't blame, ridicule or use sarcasm.
- Don't be cute or humorous.
- Don't touch.
- Don't make things more complicated.
- Don't take responsibility for the emotional state of the individual.
- Don't ignore warning signs that the person is about to explode. These include changes in physical demeanor such as visible tensing of the body, assuming an aggressive stance, clenching fists, gritting teeth, etc.
- Don't ignore your own limitations.
- Don't go to the person's residence.
- Don't get in over your head.

7. GUIDELINES FOR DEALING WITH EMOTIONALLY DISTRESSED INDIVIDUALS

Staff and faculty members are in a good position to recognize a student or employee who may be emotionally distressed. Students often experience more anxiety during certain times of the year, particularly during examinations and holidays. If you notice a co-worker or student acting in a way that is inconsistent with your normal experiences with him/her, this could constitute a cry for help in an attempt to draw attention to his/her plight.

D. Signs of Distress Include:

- Increased irritability;
- Undue aggressiveness or abrasive behavior; infrequent class attendance;
- Excess procrastination;
- Little or no work completed;
- Poorly prepared work;
- Marked change in personal hygiene;
- Withdrawal;
- Dependency (the student who hangs around or makes excessive appointments to see you);
- Excess indecisiveness; and
- Confusion.

E. “DO’S” AND “DON’TS” for Dealing with a Distressed Individual

1) THE “DO’S”

- Do openly acknowledge that you are aware of his/her distress.
- Do let him/her know that you are concerned about his/her welfare.
- Do tell him/her that you are willing to help.
- Do listen carefully to what he/she is troubled about.
- Do try to see the issue from his/her point of view without necessarily agreeing or disagreeing.
- Do help him/her explore alternatives.
- Do make a referral to an appropriate campus department.

2) THE “DON’TS”

- Don't ignore the unusual behavior.
- Don't make the problem your own.
- Don't involve yourself beyond the limits of your time or skill.

F. Campus Resources

The Vice President of Academic Affairs, the Dean of Academic and Student Services, and the Director of evening and weekend are available to assist students, faculty, and staff in resolving complaints or disputes with other individuals, offices, or departments within the college. These offices maintain impartiality and confidentiality when working with individuals. The staff is familiar with the College’s organizational structure and can provide current information about campus services, programs, policies, and procedures. Human Resources is located on the ninth floor of the building. The Vice President, Dean, and the Director of Evening Weekend are located on the 5th floor of the building. Campus safety is located on the 6th floor of the building.

Disciplinary Affairs

To promote the safety and health of students, the Disciplinary Affairs Office addresses student behaviors that are disruptive or outside the norm for a particular student. This may include mental health and/or safety issues. The Disciplinary Affairs Office will carefully consider all aspects of the person and situation and provide a recommendation for appropriate intervention. The College maintains a commitment to respect the worth and dignity of all students, faculty, and staff and the diligent protection of an academic environment focused on student success.

Emotionally distressed students can be referred to a counselor

Emotionally distressed faculty or staff members may contact Human Resources, Health Services, or any off-campus counselors for assistance.

8. VIOLENT OR CRIMINAL BEHAVIORS

If you are a victim, involved in, or witness any on-campus violation of the law such as assault, robbery, theft, etc., contact 911 then Campus Safety at 212-247-3434 as soon as possible and supply them with the following information:

- Nature of the incident;
- Location of the incident;
- Description of the person(s) involved; and
- Description of property involved.

If you notice a person(s) acting suspiciously on campus, contact Campus Safety at 212-247-3434.

If someone fires a weapon on or near campus, take cover immediately and call 911 then notify Campus Safety via any means available to you, such as a cell phone.

9. PUBLIC HEALTH EMERGENCY

Call 911 or call hotlines. See information on page 29.

V. CAMPUS SERVICES

1. HEALTH SERVICES

Health Services will:

- Assist disaster victims with the administration of health services, WITHIN ITS CAPABILITIES;
- Make arrangements for any necessary ambulance transportation; and
- Prepare and maintain all medical records of persons treated by Health Services during periods of emergency.

2. CAMPUS SAFETY

The Campus Safety Office will:

- Establish scene control, extrication, and rescue, in cooperation with outside emergency services agencies;
- Establish a Disaster Center: In conjunction with Health Services will establish a Disaster Center at a location determined to be in a safe area away from the incident.
- Notify the following offices in the event of a disaster situation:

Office of the President.....	212-247-3434 Ext. 101
Facilities.....	212-757-7578
Health Office	212-247-3434 Ext. 121
VP of Academic Affairs.....	212-247-3434 Ext. 130
Vice President for Enrollment Management	212-247-3434 Ext. 107
Dean for Academic and Student Services	212-247-3434 Ext. 136
Director of Evening/Weekend.....	212-247-3434 ext. 121
Human Resources	212-247-3434

3. FACILITIES

Facilities will provide the following support services to the Disaster Center upon the request of Campus Safety:

- Set-up temporary shelters;
- Provide custodial services in the shelter or housing area;
- Maintain available utility services;
- Move equipment and supplies to shelter or emergency housing areas; and
- Transport disaster victims to shelter or emergency housing areas.

VI. HAZARDOUS MATERIAL RELEASE/SPILLS

1. GENERAL LABORATORY CHEMICAL SPILLS

A chemical spill or contamination is the release of a chemical compound or element into the environment that poses a potential hazard to the personnel in that environment. The chemical may be in the form of gas, liquid, or solid, and the hazards involved are usually flammability or toxicity.

A. Minor Spills or Contamination:

- If hazards or the proper cleanup procedure for the chemical involved are unknown, obtain a copy of the Safety Data Sheet (SDS). The SDS will contain information on the safety hazards, proper cleanup, and chemical disposal. If the chemical poses no severe risk, the cleanup procedure can be initiated;
- During the cleanup procedure, be sure to wear the appropriate protective clothing, such as gloves, protective eyewear, lab coat or apron, etc.; and
- Dispose of the chemical material in an approved and safe manner.

B. Major Spills or Contamination:

These are defined as spills or contamination involving a large quantity of the chemicals or a chemical that poses a serious danger to the personnel, regardless of the quantity involved.

- Evacuate all personnel in the area immediately to an upwind location.
- If possible, without exposing yourself to the chemical, eliminate all potential ignition sources if the chemical is flammable or possibly flammable. If the chemical is volatile, seal off the area by closing any doors or windows. Activate the fire alarm to shut down the ventilation system, summon help, and evacuate the building.
- Immediately notify Campus Safety. Give your name, the chemical and amount involved, room number and building, and names of any person who may have been contaminated or exposed. Campus Safety should make copies of the MSDS available to authorities that will have to deal with the spill.
- If a person has been exposed by inhalation, immediately move the person to an area where fresh air is available and promptly seek medical help. **Notify 911, then contact Campus Safety** at 212-247-3434. If the person has been exposed by contact, remove any contaminated clothing, wash the affected area immediately with copious amounts of fresh clean water for at least 15 minutes, and seek immediate medical attention.
- Decontamination procedures should be carried out by experts equipped to clean up and dispose of the chemical involved safely.
- Under no circumstances can unauthorized personnel enter the contaminated area until the State or County Environmental Health & Safety Specialist and experts involved with the decontamination have deemed the area safe.

DO NOT ATTEMPT TO CLEAN UP THE SPILL YOURSELF. LEAVE THIS TO THE TRAINED EXPERTS.

2. HAZARDOUS MATERIAL RELEASE/CHEMICAL SPILL

In the event of an imminent or actual emergency on college property involving fire, explosion, or hazardous material/chemical release:

- Notify 911 then Campus Safety at 212-247-3434 or activate the building fire alarm system;
- Campus Safety will assume responsibility for crowd and traffic control;
- Campus Safety, in conjunction with the appropriate authorities, will assess possible hazards to human health or the environment;
- If determined that the campus has had a hazardous release, fire, or explosion that potentially threatens human health or the environment outside the campus, Campus Safety and/or other authorities will assess the evacuation of the local area and notify the appropriate local authorities;
- The appropriate Emergency Management Office will coordinate clean up of the hazardous material/chemical release and provide for treating, storing, or disposing of recovered waste, contaminated soil or surface water, or any other material that results from a release, fire, or explosion on the campus;
- The appropriate Emergency Management Office will ensure that no waste will be stored until clean-up procedures are complete and that all College emergency equipment used is cleaned and fit for its intended use before operations are resumed.

3. CARBON MONOXIDE ALARM

WHAT YOU SHOULD KNOW ABOUT CARBON MONOXIDE: Carbon monoxide (CO) is an insidious poison. It is a colorless, odorless, tasteless gas. It is a cumulative poison. Even low levels of CO have been shown to cause brain and other vital organ damage in unborn infants with no effect on the mother.

The CO alarm is designed to detect the toxic CO fumes that result from incomplete combustion, such as those emitted from appliances, furnaces, fireplaces, and auto exhaust.

A CO alarm is NOT A SUBSTITUTE for other combustible gas, fire or smoke alarms. This carbon monoxide alarm is designed to detect carbon monoxide gas from ANY source of combustion.

CAUTION: This alarm will only indicate the presence of carbon monoxide gas surrounding the sensor. Carbon monoxide gas may be present in other areas.

IF THE ALARM SOUNDS:

A signal is sent to the Fire Department and Public Safety, emergency personnel will respond. Immediately move to a spot where fresh air is available – preferably outdoors. CONTACT Campus Safety Office at 212-247-3434.

If there is a faulty head alarm "CO GAS DETECTOR SENSOR MISSING/FAILURE," Campus Safety will perform a visual of the room and then contact the Fire Department if appropriate and call in Simplex-Grinnell for service.

The following symptoms are related to CARBON MONOXIDE POISONING:

- MILD EXPOSURES - light headache, nausea, vomiting, fatigue (often described as “flu-like” symptoms).
- MEDIUM EXPOSURE - Severe throbbing headache, drowsiness, confusion, fast heart rate.
- EXTREME EXPOSURE - Unconsciousness, convulsions, cardio-respiratory failure, death.

Many cases of reported CARBON MONOXIDE POISONING indicate that victims are aware they are not well, but they become so disoriented that they are unable to save themselves by either exiting the building or calling for assistance. Young children and household pets may be the first affected.

4. SAFE AND PROPER HANDLING OF MAIL

A. All campus personnel should maintain an enhanced awareness of suspicious letters or packages. Common sense and care should be used to inspect mail or packages. Use a letter opener to open mail to keep skin contact to a minimum. Common things to look for when opening mail or packages include:

- No return address
- Excessive postage
- Suspicious or threatening messages
- Misspellings of common words
- Restrictive markings such as “personal” or “confidential.”
- Items protruding from the envelope or package, wet areas, or powder/granules

If you are concerned about a particular envelope or package, **DO NOT OPEN IT**. Call Campus Safety at 212-247-3434 and inform the officer of a suspicious envelope or package in your area.

B. If you open an envelope or package and you find a letter that contains a threatening message or states that you have been contaminated with a hazardous biological substance, and no substance is found:

- Replace the letter in the envelope and place the envelope in a plastic bag
- Wash your hands with soap and water
- Call Campus Safety at 212-247-3434, remain at your location and wait for emergency personnel to arrive.

C. If you open an envelope or package and you observe some type of powder, **REMAIN CALM**:

- Slowly and carefully place the letter back in the envelope and put the envelope in a plastic bag, if possible, and seal it. If a plastic bag is unavailable, place the envelope on a counter or floor, cover the envelope with an empty trash can or recycling container.
- Do not walk around the office to show other people, nor invite co-workers to come in and take a look.
- Immediately wash your hands with soap and water. Extensive body decontamination (i.e., removing clothing, showering) is not indicated.
- Call Campus Safety at 212-247-3434 immediately to report the incident and remain in place to assist emergency personnel.

D. If any powder spills out of the envelope or package:

- Do not clean it up. Prevent others from contacting it.
- Do not brush off clothing, as this will disperse the powder in the air. Remove the affected article of clothing, place it in a plastic bag, and seal the bag.
- Wash your hands with soap and water.
- Call Campus Safety at 212-247-3434 immediately to report the incident and remain in place to assist emergency personnel.

VII. PUBLIC RELATIONS AND INFORMATION

The College President, or his/her designee, shall be responsible for releasing all information pertaining to any emergency/disaster occurring at Mandl or its locations. Such releases shall be coordinated with Campus Safety

and other members of the President's Cabinet.

1. RELEASE OF DAMAGE INFORMATION

No unauthorized persons shall release detailed information to the media regarding catastrophic occurrences such as the following without being fully apprised of the situation by the College President, Campus Safety, or his/her designee:

- Incidents of sufficient magnitude to close or shut down the campus;
- Explosions resulting in physical damage, injury and/or death;
- Bomb threats and/or the discovery of a bomb or bombs;
- Serious personal injury or death, i.e., incidents that would cause students to be relocated; and
- Incidents involving hazardous materials.

The College may initially confirm or deny any incident reports to the media. Such confirmation or denial will be based upon the best available information. In the instance of confirmation, it will normally include assurance that detailed follow-up information will be communicated promptly when available.

The basis for restraint on the above issues is to prevent the overloading of communication facilities and to curtail spectators from entering the College property while emergency personnel is engaged in rescue and/or other actions necessary to bring the situation to a successful conclusion. While this restriction is not intended to deny the right to know in the public sector, certain restraints must be implemented to ensure that premature news releases do not create panic situations.

2. ROUTINE INFORMATION RELEASE AFTER AN EMERGENCY

The Office of the President may release the following information in accordance with FERPA and other applicable laws and regulations without consultation with other competent authorities:

- Names and addresses of persons being housed at Mandl College under emergencies;
- Number of persons being fed with emergency food at the College;
- Number of persons treated at the Health Office or other location;
- Health and welfare services being provided to victims of a disaster, such as:
 - American Red Cross
 - Salvation Army
 - Local charitable organizations
 - Amateur radio clubs
 - Fire and/or ambulance services
 - Services of local businessmen or contractors

3. LIAISON WITH EMERGENCY HOUSING AND/OR HEALTH CARE SERVICES

The Campus Safety Team will be responsible for establishing liaisons with emergency housing personnel and Health and Counseling Services personnel to maintain current data on:

- Number of persons being housed (if needed).
- Names and addresses of those housed.
- Recreational services provided victims; and
- Items of human interest.

4. PUBLIC INFORMATION

If a situation necessitates the use of any of the plans outlined in this document, Cabinet will provide a central response to inquiries regarding current directives in force. The College President will also respond to requests for clarification of information. Campus Safety will provide detailed information to the College President or his/her designee.

VIII. AIRCRAFT ACCIDENTS

If there is an aircraft accident on college property, notify Campus Safety at 212-247-3434. Other emergency procedures in this plan may have to be utilized with the Aircraft Accidents procedure to secure the accident scene, assist with injuries, allow for investigation from other agencies, and to conduct recovery procedures for the accident scene, such as:

- Evacuation procedures;
- Medical emergency procedures;
- First aid procedures;
- Traffic/crowd control procedures; and
- Hazardous material release procedures

IX. UTILITY PROBLEMS

1. NATURAL GAS LEAKS

If you smell natural gas in your area:

- **Contact Campus Safety at (212)247-3434.**
- If possible, determine where the odor is coming from; and
- Evacuate the area, if necessary.

2. ELEVATOR FAILURE

- Contact Campus Safety at **(212)247-3434**. All elevators are equipped with emergency telephones that ring into Campus Safety and assure the trapped individuals until help arrives.

3. ELECTRICAL FAILURE

During a power failure in campus buildings, emergency lighting is provided to ensure that the occupants can evacuate the building safely. All facilities are equipped to maintain power for telephone communication.

In the event of an electrical failure:

- Contact Campus Safety at **(212)247-3434**, indicating the location of the problem;
- Evacuate spaces void of natural lighting;
- Move to an area with illumination provided by the battery-powered lighting system; and
- Remain in the building until instructed to leave or until the problem is corrected.

In the event of a planned power failure

1. The person/department being notified of the planned power failure should notify Campus Safety at **(212)247-3434**
2. Campus Safety will notify Facilities at 212-757-7578
3. Campus Safety will notify Simplex of the impending power outage and take campus buildings offline.
4. Communications will confer with Cabinet/President to decide what steps to take. (I.E., Shelter in place, temporary evacuation or school closure, etc.)
5. Communications will relay messages to Campus Safety and Facilities.
6. All departments will take appropriate actions in their areas to aid in Cabinet/Presidential decisions.
7. An after-action meeting will be scheduled to go over the event after its conclusion.

4. WATER AND SEWAGE

- If the water becomes unavailable or a leak is discovered, contact Facilities at 212-757-7578 or Campus Safety at (212)247-3434.

X. CODE RED PROCEDURES

The ultimate management of a Code Red emergency will rest with the President's Cabinet who will be assigned emergency management responsibilities consistent with the specific declared Code Red emergency. The following actions will be taken when Federal or State officials raise the National Threat Advisory Level to Code Red:

1. OFFICIAL ANNOUNCEMENT

The Code Red declaration will be communicated to the campus community using the same systems used in the event of inclement weather, webpage, email, television stations, radio, and voicemail.

2. ACCESS TO COLLEGE FACILITIES

- All students, faculty, staff, and visitors will be required to wear a Mandl College-issued picture ID card to access or enter any campus or off-campus facility.
- To control access, Campus Safety will open only one entrance to each College facility during declared working hours. All College facilities will be closed after business hours.

XI. FIRE EVACUATION

1. RACE

R – Rescue and relocate anyone in immediate danger.

A – Alert the fire department and Campus Safety by activating the building fire alarm system or by emergency telephone.

C – Confine the fire by closing doors.

E – Evacuate immediately. Do not use elevators. Use stairs. If there is smoke in the corridor, stay in room, close, and seal the doors. Dial (212)247-3434 for help and stand by the windows.

2. PROCEDURE

If you discover or suspect a fire:

- Sound the building fire alarm immediately. If time permits, contact Campus Safety at **(212)247-3434**. **All fires, regardless of size or how they were started, must be reported to Campus Safety immediately.**

- When the alarm sounds, everyone must evacuate the building immediately. Treat every alarm as an actual emergency. Follow the fire evacuation route for the room that you are in. The evacuation route is located near the exit door.
- Before opening any doors, feel the door first. **If the door is hot, don't open the door.** If the door is not hot, brace yourself against the door and open it slightly. If heat or heavy smoke is present, close the door and leave by an alternate exit.
- If you cannot leave the room, keep the door closed. Open windows to let out heat and smoke. Seal the bottom of the door and any air vents with a rug, blanket, shirt, or towel. Hang a light-colored object (towel, shirt, blanket, bedsheet, etc.) out the window to attract the attention of emergency personnel. If a telephone is available, dial **911** and report that you are trapped. Be sure to give the building name and exact location to the dispatcher. **Do not hang up the telephone until the dispatcher tells you to do so.**
- If you can leave the room, leave a light on so that you will be able to find your way back if needed. Close all doors behind you. **Leave all personal belongings behind, and do not waste any time taking things with you except your college keys. If you have any, you can return to your room/office if you cannot exit the building.**
- Go to the nearest exit or stairwell. If the first exit is blocked, go to an alternate exit or stairwell.
- **Never use an elevator during a fire emergency.** A mechanical or electrical failure could leave you trapped on the fire floor or between floors.
- If you cannot evacuate, proceed to an enclosed stairwell or other areas of safe refuge. If you go to an enclosed stairwell, be sure to position yourself so as not to block or impede pedestrian flow or access to the stairwell.
- If all exits are blocked, return to your room/office, close the door, and open a window. Seal the bottom of your door and place a light-colored object out the window to attract the attention of emergency personnel. If a telephone is available, dial **911, let the dispatcher know that you are trapped,** and give your exact location.
- Be especially aware of mobility-impaired persons in your building who may require assistance getting to the point of safety, such as a stairwell. Report the locations of such individuals to emergency personnel immediately. Attempt to rescue others only if you can do so safely.
- After evacuating, stand clear of the building to give emergency vehicles ample space to maneuver and conduct emergency operations.
- **ALL persons must follow the direction of Campus Safety or any other emergency service personnel.** No person may re-enter an evacuated building for any reason until permitted to do so by Campus Safety.
- **Each floor has two stairwell exits (A and B) leading to the lobby and building exit.** Do not use elevators.

3. PRE-EMERGENCY PREPARATION

- Familiarize yourself with the locations of fire alarm pull stations, fire extinguishers, and primary and secondary evacuation routes for each building you occupy while at the College and the sound of the fire alarm signals.
- Mobility-impaired individuals should seek out volunteers (buddy system) in advance who might be able to assist them in an emergency. Individuals who use wheelchairs should know the safest method to assist them and how many people are needed to provide such assistance.
- If wheelchair confined, they should know the safest method people can use to assist them and how many people are needed to provide such assistance.
- Individuals with hearing impairments may need fire alarm strobe boxes installed in their rooms or offices and should contact the Director of Human Resources to request these accommodations.
- Individuals with hearing or speech impairments should write their needs on a card and carry that card

with them at all times. They should also carry a whistle, horn, or similar device to alert emergency personnel to their locations if they become trapped or isolated.

- Individuals with visual impairments should become familiar with their immediate surroundings and most frequently traveled routes.

4. ASSISTING MOBILITY-IMPAIRED INDIVIDUALS

Campus Safety should be notified on an ongoing basis of those working in any campus facility who may require assistance in an emergency. It is critical to the health and safety of mobility-impaired persons to know their needs during an emergency evacuation and to convey these needs to their professor or supervisor at the beginning of employment or each semester.

- Assist the individual to an enclosed stairwell or a room or section of the building that, by virtue of its construction associated with the location of the fire, will provide a safe area for the individual to remain in until rescued. The door should be kept closed. Notify emergency personnel of the individual's location immediately. If a telephone is available, dial **911** and call Campus Safety at **(212)247-3434**
- Individuals who use a wheelchair may need to be evacuated with the wheelchair, mainly if they use oxygen or other medical devices. It is preferable for someone to remain with the individual and wait for emergency personnel.
- Individuals who can walk independently and negotiate stairs with minor assistance should wait until heavy pedestrian traffic has cleared before attempting to use the stairways.

5. ASSISTING INDIVIDUALS WITH OTHER DISABILITIES

- Staff should be aware of the location of hearing and visually impaired individuals so they can attempt to assist in an emergency evacuation.
- Individuals with speech impairments may have difficulty communicating during an emergency evacuation. Ideally, a volunteer or "buddy" capable of communication with the individual should assist in an evacuation.
- It is critically important that the designated evacuation route be rehearsed with developmentally disabled individuals in advance. Ideally, a volunteer or "buddy" capable of communication with that individual should assist in an evacuation.
- The following guidelines are provided to help ensure the safe and effective evacuation of persons with disabilities:

If you have physical needs which require assistance and are concerned about evacuating a building in the event of an emergency, please follow the College Policy.

DO THIS NOW! DO NOT WAIT UNTIL THERE IS AN EMERGENCY.

1. Please identify two safe areas*, two exit routes, and the location of the emergency telephones in each of your classroom buildings.
2. Select two fellow students in each class and ask them, in the event of an emergency: to assist you to a safe area* until emergency assistance arrives.
3. Ask them to notify emergency personnel of your location.

a) ***SAFE AREAS**

Stay in place if there is no immediate danger

-Stairwells

- Behind closed doors***
- Exit through safe alternate routes***
- ***Elevators are not safe exits!***

Individuals with a hearing or speech impairment should write their needs on a card and carry that card with them at all times. You may wish to use a whistle or horn to notify emergency personnel of your location.

6. FIRE EVACUATION PROCEDURES FOR CAMPUS BUILDINGS

The fire alarm systems are directly connected to the 911 and is monitored 24 hours per day. When an alarm sounds, all occupants must vacate the building quickly and safely and meet in the designated rally areas.

The Fire Department and Campus Safety Officer members (when applicable) will ensure that the building has been properly evacuated. Any resident found in the building during an alarm will be subject to student conduct sanctions. The Fire Department will determine when it is appropriate to return to the building. Under no circumstances should you return to the building unless you are told to do so by the Fire Department or Campus Safety

FIRE EXTINGUISHERS

Fire Extinguishers are provided in the halls to fight a fire in its beginning stages. No one is expected to use the fire extinguisher. **YOUR FIRST EXPECTATION IF YOU SEE A FIRE IS TO SOUND THE FIRE ALARM AND EXIT THE BUILDING.**

The following individuals are trained to use portable extinguishers to attempt to extinguish fires before evacuating:

- Campus Safety Officers
- Facilities Maintenance Personnel
- Responding Firefighters

Using a fire extinguisher is only an option. The first responsibility of the above personnel is the safety of the students, staff, and themselves. If in their opinion, they believe that the fire cannot be extinguished with a fire extinguisher, they should exit the building. If they use a fire extinguisher and do not extinguish the fire, they should immediately exit the building.

NO ONE is to remain in the building during an evacuation.

No critical operations require personnel to remain in the building during an alarm. **ALL** personnel is to exit.

FOR FIRE, MEDICAL & OTHER EMERGENCIES, CALL CAMPUS SAFETY:

EMERGENCY PROCEDURES

POLICE/FIRE/MEDICAL EMERGENCY DIAL: 911
For Non-Emergency Concerns Dial 212-247-3434

FIRE	OFFICIAL MANDL COMMUNICATIONS
<ul style="list-style-type: none"> Activate the nearest fire alarm pull station and call 212-247-3434, if possible, to report the location and cause of the fire if you know what it is. EVERYONE MUST LEAVE IMMEDIATELY when a fire is activated, even if there are no obvious signs of an emergency! DO NOT use the elevator Remain calm and assist others in safely getting out. Confine the fire by closing all doors and windows if possible. Extinguish the fire if you have been trained and it is safe to do so. Evacuate the building to a safe location away from the structure If circumstances permit, secure your area by closing doors and locking them if you would normally do so when you leave for the day Follow directions given by the emergency personnel and respond to a location at least 50 feet from the building. Do not re-enter until authorize to do so Alarms mean LEAVE THE BUILDING IMMEDIATELY! 	<p>During a campus emergency, Mandl School will distribute information to the campus community utilizing the following methods:</p> <ul style="list-style-type: none"> www.mandlacademics.info Text messages (where applicable) Recorded messages on Mandl phone system In person at the campus offices
	BOMB THREATS
	<p>Obtain as much information as possible, making notes of critical information (times, etc.) and call police at 911.</p>
	Ask Caller
<ul style="list-style-type: none"> Where is the bob located? (Building, floor, room, etc.) _____ When will go off? _____ What does it look like? _____ What kind of bomb is it? _____ What will make it explode? _____ Did you place the bomb? Yes No Why? _____ What is your name? _____ 	
Exact Words of Threat:	
<p>_____</p>	
Weather Emergency	Information About Caller:
<ul style="list-style-type: none"> Seek shelter inside a building until notified by Mandl School official that it safe to leave. If flooding occurs, seek higher ground, and avoid walking through standing or moving water Stay away from electrical lines and devices. Staff and Faculty are urged to register for weather alerts at https://alert.ny.gov/ 	<ul style="list-style-type: none"> Where is the caller located? (Background and level of noise) Estimated age: Is voice familiar? If so, who does it sound like? Other Points

EMERGENCY PROCEDURES

POLICE/FIRE/MEDICAL EMERGENCY DIAL: 911

For Non-Emergency Concerns Dial 212-247-3434

If a serious injury or illness occurs on campus, **call 911** contact Campus Safety at **212-247-3434**. In the case of minor injury or illness, provide basic first aid (if you are certified) using the first aid supplies located in your area. In case of serious injury or illness immediately perform the following steps:

1. Attempt to wake the victim
2. If they are not breathing or they are just gasping, call 911
3. Begin compressions (30) at a rate of 100/min (hard/fast, but allowing for recoil)
4. Pops/snaps are normal; YOU CAN'T make the victim WORSE!!
5. After 30 compressions, begin rescue breathing if victim is not breathing
6. Use a barrier mask if you have one
7. Chin lift: give 2 breaths large enough that you see the chest rise
8. If the breaths don't go in, reposition the head again to clear the airway
9. Continue with compressions and breathing (ratio 30:2 breaths)
10. Keep going, until an AED is brought if you have one
11. Place the pads on chest (see tips other side), and follow the instructions from the unit
12. Continue CPR/AED until help arrives or the victim wakes up

Conscious Choking

- Assess the scene for safety and confirm that the patient is choking.
- Obtain consent to assist the patient.
- Lean the person forward and give 5 back blows with the heel of your hand.
- If the foreign object is not dislodged, follow the back blows with 5 quick, upward abdominal thrusts by reaching around the patient from behind and placing the thumb side of the fist above the patient's belly button. Grab the fist with the other hand and give quick upward thrusts known as the Heimlich maneuver. (NOTE: Give chest thrusts to a choking person who is pregnant or too big for you to reach around.)
- If there are witnesses present, designate someone to contact **911** and then Campus Safety at **212-247-3434**.
- Continue with alternating 5 back blows with 5 abdominal thrusts until the obstruction is cleared or until the patient becomes unconscious.
- If patient becomes unconscious, lay patient on his or her back. Tilt the head back and attempt 2 rescue breaths. If the breaths do not go in, re-tilt the head and try again. If the chest does not rise, give 30 chest compressions.
- Look in the mouth for the foreign body or object
- Remove if one is seen by performing a finger sweep, if not, continue alternating 30 chest compressions with 2 rescue breaths.
- Attempt 2 rescue breaths again, if they go in, but your patient is still not breathing continue with CPR until a trained officer, the College Nurse, or a more trained person arrives.
- If you are alone and choking, GO TO A PLACE WHERE PEOPLE ARE, if possible.
- If you can not find assistance, you can perform abdominal thrusts on yourself by leaning over a firm object such as the back of a chair and pressing your abdomen into it to clear the obstruction.

Fainting, Unconsciousness and Shock

- If you witness a patient faint, or hear someone complaining of lightheadedness, have the patient lie or sit down and rest.
- Dial 911 then contact Campus Safety at **212-247-3434**
- Keep patient comfortable, not hot or cold.
- Ask or look for emergency medical I.D.
- If trained, provide care, and treat other injuries as necessary until help arrives.
- If possible, look for or ask about an emergency medical I.D. (i.e.: bracelet, necklace.)
- Keep patient comfortable, not hot or cold.

Fractures and Sprains

- Keep patient still
- Keep injured area immobile.
- Dial **911** then contact Campus Safety at **212-247-3434**.

Heart Attack

- If patient is conscious, and complaining of chest pain or related symptoms, have the patient sit down, and dial **911** then contact Campus Safety at **212-247-3434**.

Response Guidelines

Active Shooter Incident or Immediate Physical

The following guidelines are intended to reduce your personal risk in the unlikely event that an Active Shooter Incident should occur on campus. If you are outside a building when an event occurs, you should take immediate cover, preferably inside a building away from the incident, circumstances permitting.

If you are in a building when an event occurs:

When instructed to stay in place:

- Secure yourself and the immediate area.
- Lock and barricade doors
- Turn off lights
- Close blinds
- Remain quiet
- Silence cellphone ringers
- Keep yourself out of sight and find adequate cover

When instructed to evacuate:

- Have an escape plan in mind
- Leave promptly using nearest exit
- Leave your belongings behind
- Keep your hands visible

As a last resort:

- The last option you have, if caught in an open area, may be to fight back
- Take action your life is in imminent danger
- Attempt to incapacitate the active shooter
- Act with physical aggression, yell and throw items at the active shooter

When Law Enforcement Arrives:

- Remain calm and follow instructions
- Put down any items in your hands and immediately raise your hands
- Keep hands visible at all times
- Avoid making quick movements toward officers such as attempting to hold on to them for safety
- Avoid Pointing, screaming and/or yelling
- The first officers to arrive will not stop to help injured persons. Expect rescue teams comprised of additional officers and emergency medical personnel to follow initial officers.
- Responding emergency teams will assist in un-securing and rescuing victims who are locked down and will treat and remove any injured persons.

What to Report:

- Your specific room location-building name and room number
- Number of shooters
- Physical description of shooter(s)
- Number and type of weapons held by shooter(s)

How to

- Dial 911 from any phone when it is safe to do so.

These guidelines cannot cover every possible situation that might occur. Nevertheless, it is a tool that can reduce the number of injuries or deaths if put into action as soon as a situation develops. Be mindful that violent attacks can involve any type of weapon, not only a gun. The suggestions listed here would be applicable in any violent encounter

BOMB THREAT PROCEDURES

This quick reference checklist is designed to help employees and decision makers of commercial facilities, schools, etc. respond to a bomb threat in an orderly and controlled manner with the first responders and other stakeholders.

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the checklist on the reverse of this card.

If a bomb threat is received by phone:

1. Remain calm. Keep the caller on the line for as long as possible. **DO NOT HANG UP**, even if the caller does.
2. Listen carefully. Be polite and show interest.
3. Try to keep the caller talking to learn more information.
4. If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself.
5. If your phone has a display, copy the number and/or letters on the window display.
6. Complete the Bomb Threat Checklist immediately. Write down as much detail as you can remember. Try to get exact words.
7. Immediately upon termination of call, **DO NOT HANG UP**, but from a different phone, contact authorities immediately with information and await instructions.

If a bomb threat is received by handwritten note:

- Call _____
- Handle note as minimally as possible.

If a bomb threat is received by e-mail:

- Call _____
- Do not delete the message.

Signs of a suspicious package:

- No return address
- Excessive postage
- Stains
- Strange odor
- Strange sounds
- Unexpected delivery
- Poorly handwritten
- Misspelled words
- Incorrect titles
- Foreign postage
- Restrictive notes

** Refer to your local bomb threat emergency response plan for evacuation criteria*

DO NOT:

- Use two-way radios or cellular phone. Radio signals have the potential to detonate a bomb.
- Touch or move a suspicious package.

WHO TO CONTACT (Select One)

- **911**
- **Follow your local guidelines**

For more information about this form contact the DHS Office for Bombing Prevention at OBP@dhs.gov



Homeland Security

2014

BOMB THREAT CHECKLIST

DATE:

TIME:

TIME CALLER HUNG UP:

PHONE NUMBER WHERE CALL RECEIVED:

Ask Caller:

• Where is the bomb located? (building, floor, room, etc.)

• When will it go off?

• What does it look like?

• What kind of bomb is it?

• What will make it explode?

• Did you place the bomb? Yes No

• Why?

• What is your name?

Exact Words of Threat:

Information About Caller:

• Where is the caller located? (background/level of noise)

• Estimated age:

• Is voice familiar? If so, who does it sound like?

• Other points:

Caller's Voice	Background Sounds	Threat Language
<input type="checkbox"/> Female	<input type="checkbox"/> Animal noises	<input type="checkbox"/> Incoherent
<input type="checkbox"/> Male	<input type="checkbox"/> House noises	<input type="checkbox"/> Message read
<input type="checkbox"/> Accent	<input type="checkbox"/> Kitchen noises	<input type="checkbox"/> Taped message
<input type="checkbox"/> Angry	<input type="checkbox"/> Street noises	<input type="checkbox"/> Irrational
<input type="checkbox"/> Calm	<input type="checkbox"/> Booth	<input type="checkbox"/> Profane
<input type="checkbox"/> Clearing throat	<input type="checkbox"/> PA system	<input type="checkbox"/> Well-spoken
<input type="checkbox"/> Coughing	<input type="checkbox"/> Conversation	
<input type="checkbox"/> Cracking voice	<input type="checkbox"/> Music	
<input type="checkbox"/> Crying	<input type="checkbox"/> Motor	
<input type="checkbox"/> Deep	<input type="checkbox"/> Clear	
<input type="checkbox"/> Deep breathing	<input type="checkbox"/> Static	
<input type="checkbox"/> Disguised	<input type="checkbox"/> Office machinery	
<input type="checkbox"/> Distinct	<input type="checkbox"/> Factory machinery	
<input type="checkbox"/> Excited	<input type="checkbox"/> Local	
<input type="checkbox"/> Laughter	<input type="checkbox"/> Long Distance	
<input type="checkbox"/> Lisp		
<input type="checkbox"/> Loud	Other Information:	
<input type="checkbox"/> Nasal	_____	
<input type="checkbox"/> Normal	_____	
<input type="checkbox"/> Ragged	_____	
<input type="checkbox"/> Rapid	_____	
<input type="checkbox"/> Raspy	_____	
<input type="checkbox"/> Slow	_____	
<input type="checkbox"/> Slurred	_____	
<input type="checkbox"/> Soft	_____	
<input type="checkbox"/> Stutter	_____	

EMERGENCY OPERATIONS TEAM:

President- Mr. Melvyn Weiner
Vice President for Academic Affairs- Dr. Orsete Dias
Vice President of Operations- Mr. Stuart Weiner
Vice President of Records & Registration- Mr. Marc Weiner
Vice President of Enrollment Management- Ms. Randie Senser
Vice President of Career Services- Mr. James Flanagan
Dean of Academic & Student Affairs- Ms. Ana Tejada
Assistant Dean of Students- Prof. Sandra Monteiro
Director of Eve/Weekend Program- Dr. Linda Chapilliquen
Campus Coordinator- Ms. Khadijah Brockington

If you are witness to an immediate danger or a threatening situation, first call 911 and notify school management, 212-247-3434.

For a fire, please discharge the fire alarm at one of the pull stations located on the floor you are on, (all floors are equipped with a fire extinguisher and a call box), then evacuate the building.

If you see something suspicious, we ask that you first notify your instructor and call the main switchboard at 212-247-3434.

EMERGENCY PHONE NUMBERS:

Non-Emergency dial 311
NYPD/FDNY/EMS-AMBULANCE / HAZMAT dial 911
HOTLINE/HELP-LINE NUMBERS:
Poison Control 1-800-222-1222
Child Abuse Reporting Center 1-800-302-7240
Crisis Intervention Hotline 1-212-219-5599 or 1-800-942-6908
Domestic Violence Hotline 1-800-621-HOPE
Nat'l Center for Missing and Exploited Children 1-800-843-5678
Safe Horizon Crisis Hotline
(Crime Victim) 1-212-577-7777
NYPD Precinct 19th
306 W. 54th Street 1-212-767-8400
19th Precinct Non- Emergency Numbers:
Community Affairs 1-212-767-8447
Crime Prevention 1-212-767-8445
Domestic Violence 1-212-767-8448/49
Detective Squad 1-212-767-8415

Please refer to Mandl School - the College of Allied Health Student Handbook for additional information/procedures pertaining to violations and/or offenses