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GLOSSARY OF TERMS

Emergency Communication Team: Works with the Incident Commander and Emergency Preparedness and Response Group (EPRG) to develop the plan of action in communicating information to all constituencies.

Emergency Management Plan (EMP): FIT's official plan for responding to unplanned incidents which could disrupt college operations and/or injure people or cause damage to buildings.

Emergency Operations Center (EOC): The designated site from which high-level coordination among agencies and jurisdictions takes place. Information and resources to support the incident management and policy issues are decided.

Emergency Preparedness and Response Group (EPRG): Personnel at FIT responsible for implementation of emergency mitigation measures and coordination of planning for emergency situations affecting FIT's campus, including implementation of training and exercise activities throughout the FIT community.

Emergency Response Team (ERT): Personnel at FIT who respond to emergencies affecting the FIT community and provides ongoing support and oversight during an emergency. The role of the ERT is to assess the emergency situation quickly, identify resources needed to address the emergency, ensure immediate safety of evacuees, facilitate the coordination and communication of response activities, establish necessary communication with outside agencies, monitor progress and keep the President informed about the situation.

Federal Emergency Management Agency (FEMA): Agency whose mission is to reduce the loss of life and property and protect communities nationwide from all hazards, including natural disasters, acts of terrorism and other man-made disasters. FEMA leads and supports the nation in a risk-based, comprehensive emergency management system of preparedness, protection, response, recovery and mitigation.

FIT: Fashion Institute of Technology

FIT EOC: Fashion Institute of Technology Emergency Operations Center

HAZMAT: Hazardous materials

Incident Action Plan: Plan that ensures all responders are working towards the same objectives by providing all incident supervisory personnel with direction for actions to be taken during the operational period identified in the plan. The Incident Action Plan may be verbal or written, except for hazardous material incidents, where it must be written. This plan is prepared by the Planning Section. All Incident Action Plans must answer the following four questions:

1. What do we want to do?
2. Who is responsible for this?
3. How do we communicate with one another?
4. What is the procedure if someone is injured?

Incident Commander (IC): Person in charge of all operations in response to the emergency at or near the incident site. *Depending on the situation, there may be an IC for the overall incident; this IC would be a person external to FIT (i.e., Police, Fire, etc.).*

Incident Command System (ICS): Management system that sets forth standardized procedures for managing personnel, communications, facilities and resources.

Multiagency Coordination System (MACS): Process that allows all levels of government and all disciplines to work together more efficiently and effectively. Multiagency coordination occurs across the different disciplines involved in incident management, across jurisdictional lines, or across levels of government. *[Alternative form of the name would be Multiple Agency Coordination System (MACS).]*

National Incident Management System (NIMS): System that provides a systematic, proactive approach to guide departments and agencies at all levels of government, nongovernmental organizations and the private sector to work seamlessly to prevent, protect against, respond to, recover from and mitigate the effects of incidents, regardless of cause, size, location or complexity in order to reduce the loss of life and property and harm to the environment.

NYC: New York City

OEM: Office of Emergency Management

Public Emergency Management Plan: FIT's public plan for responding to unplanned incidents that could disrupt college operations and/or injure people or cause damage to buildings.

SUNY: State University of New York

Unified Command Structure: Structure that brings the Incident Commanders of all major organizations involved in the incident together in order to coordinate an effective response. Under this structure, the Incident Commanders are also responsible for their own agency response while serving as part of the Unified Command. In the Unified Command Structure, various agencies may coordinate to create an integrated response team.

1. INTRODUCTION

1.1 PURPOSE

An emergency can arise at the Fashion Institute of Technology (FIT) at any time and from many causes. This Public Emergency Management Plan (Public EMP) provides FIT with a standardized preparation, mitigation, response and recovery plan for major emergency events to anticipate, prevent, plan for and mitigate injury and damage to FIT. This Public EMP was modeled after FIT's Emergency Management Plan (confidential document) and contains the same basic sections with the exclusion of sensitive and confidential information.

1.2 SCOPE

This Public EMP provides an overview of the actions FIT and its response partners would take in response to an emergency impacting the FIT community, FIT buildings or the environment. In addition, this Public EMP describes the actions FIT faculty, staff and students are encouraged to take in response to an emergency. Examples of emergencies covered by this plan are:

- Severe weather and natural disasters
- Utilities and facilities emergencies
- Hazardous materials
- Serious threats to the health of the FIT community
- Serious threats to the safety of the FIT community
- Emergencies impacting student affairs

1.3 PLAN COORDINATION

To facilitate coordination with relevant local, regional, State and Federal emergency plans and response partners, this Public EMP was developed using the principles and general approach outlined by the National Response Framework and National Incident Management System (NIMS) and was modeled after FIT's Emergency Management Plan (confidential document).

1.4 PLAN REVIEW AND UPDATES

This plan is to be reviewed regularly and updated as needed to ensure that the information it contains is reflective of FIT operations. Updates and changes are documented in the plan revision log in Appendix A.

A review of the program will be conducted on a regular basis to evaluate the effectiveness of this plan and to ensure procedures and practices developed under the plan are adequate and being properly implemented. This plan may need to be reviewed and updated:

- After a major event occurs, particularly if the plan fails in an emergency;
- Based on feedback from exercises or training sessions; or
- In conjunction with any significant campus, facility or personnel modification.

1.5 PLAN ACCESSIBILITY

A copy of this plan is available to the public on the FIT website.

2. CONCEPT OF OPERATIONS

2.1 PLAN ACTIVATION

The President has the authority to declare a closure of the campus. FIT will be responsible for the declaration of a college emergency when an event:

- Disrupts normal operations of the college or poses a serious threat to persons or property;
- Requires a quick or immediate response and coordinated, efficient management;
- Requires a response with procedures and resources – whether human, material or logistical – beyond the capability of the organizational unit or facility where the event has occurred; or
- Results in a declaration of a general state of emergency by civil authorities that affects the college.

2.2 EMERGENCY SCENARIOS

The following are types of emergency situations that have the potential to develop at FIT:

- Fire or explosion – Fires can occur in buildings, or involve vehicles or other areas of campus. An explosion can be caused by processes involving hazardous materials or explosive devices.
- Utility failure – This includes any major failure of an electrical, water, telecommunications, heating, cooling, ventilation or gas system negatively impacting the FIT campus.
- Security emergencies – This includes acts of violence, civil disobedience, bioterrorism, acts of violence, or death/suicide on campus.
- Hazardous material incident – Hazardous materials may be used in laboratories or by Buildings and Grounds (B&G). An incident can occur due to the accidental release of a material or in a location where hazardous materials are used or stored.
- Severe storm – New York City is susceptible to weather-related storms including ice storms, snowstorms, hurricanes, tornados or flooding. According to the New York City Office for Emergency Management (OEM) Hurricane Evacuation Zone Finder, FIT is in Zone C, meaning the FIT campus may experience storm surge flooding from major Category 3 or Category 4 hurricanes making landfall just south of NYC. For more information about the NYC OEM Hurricane Evacuation Zone Finder, visit: http://gis.nyc.gov/oem/he/index.htm. The risk of a flood affecting the FIT campus is moderate to low according to the Federal Emergency Management Agency (FEMA).
- Medical emergency – This includes medical emergencies, worker fatality and communicable disease.
- Student affairs emergency – This includes situations in which a student is missing.

2.3 ASSUMPTIONS

The following assumptions are relevant to the implementation of this plan.

1. FIT recognizes the importance of managing emergencies in accordance with the plan and has provided the resources for effective implementation.

2. Departments and individuals with assignments have been trained to help ensure they understand their roles and responsibilities.
3. Emergencies may occur at any time, day or night, weekend or holiday, with little or no warning.
4. The succession of events during an emergency is not predictable; hence this plan serves as a guide and may require field modification in order to meet the requirements of the event.
5. The magnitude or severity of an emergency may exceed the college's ability to respond. In those cases, it may be necessary to rely on the assistance of external resources for both mitigation and recovery.

2.4 HAZARD ANALYSIS

FIT conducted a hazard analysis facilitated by an outside consultant in June of 2010. The hazard analysis identified the types of emergency situations that have the potential to develop at FIT as well as the key detection, mitigation or response actions; the response roles; the supporting documents to be consulted; and the procedures to be applied. The formal hazard analysis will remain confidential.

2.5 OFFICE CONTINUITY OF OPERATIONS

FIT has taken steps to ensure that essential functions will be continued in the event that an emergency affecting FIT threatens or incapacitates operations. The measures implemented for continuity of operations at FIT include:

- Identification of personnel in each department with remote access to FIT's electronic files;
- "Unified Communications" with the telephone system having the ability to convert fax to e-mail and office phones to be programmed to ring to a cell or home phone; and
- Development of an emergency site where a backup server is housed and can run separate from the main campus.

2.6 MITIGATION MEASURES

FIT has instituted a number of measures to aid in the prevention, or mitigation, of emergency situations including:

- The use of identification (ID) cards for students and faculty on campus;
- Exterior doors to campus buildings remain locked or are staffed by Campus Security;
- Cameras are installed around campus; and
- Metal detectors are used during large community events held at the college, for large campus gatherings and for other events, as warranted.

2.7 FIT EMERGENCY OPERATIONS CENTER

Primary and backup locations for the FIT Emergency Operations Center (FIT EOC) have been identified. The FIT EOC will be headquarters during the emergency and is the focal point for coordinating policy, making decisions, assigning jurisdiction and allocating resources.

2.8 EMERGENCY LEVELS

Emergency levels can be used to determine the magnitude of an emergency incident and the necessary response. Level 5 incidents are the least complex, while Level 1 emergencies are the most complex. Refer to Table 2-2 for a description of emergency levels, the planning and response actions to be taken and examples for each level of emergency.

Table 2-2: Emergency Levels

Emergency Level Description	Planning and Response Actions	Examples
Level 1 and 2 emergencies – Most serious type of emergency that adversely impacts or threatens life, health or property at FIT on a large scale and control of the incident requires multiple agencies and multiple campus departments working together with likely long-term implications.	• Extensive use of outside resources • Major evacuation involving implementation of relocation plan • Establishment of security procedures to protect evacuees and property • Addressing medical needs • Establishment of command post • Full activation of FIT EOC • Written after-action report and long-term recovery plan	• Building collapse • Large-scale chemical release • Ice storm • Earthquake • Major power outage • Large-scale external emergency (e.g., 9/11)
Level 3 emergency – Impacts or threatens life, health or property on a large scale at one or more locations at FIT, control may require specialists in addition to college and outside agency personnel, long-term implications may result.	• Use of outside resources likely required • Potential for extended evacuations • Establishment of security procedures to protect evacuees and property • Addressing medical needs • Establishment of command post • Partial or full activation of the FIT EOC	• Loss of water to multiple buildings on campus • Fire affecting entire building • Loss of heat or power to multiple buildings • Chemical release requiring evacuation of building • Hostage situation • Large-scale civil unrest on FIT property • Missing student • Suspicious death on campus
Level 4 emergency – Unplanned event that may adversely impact or threaten life, health or property within a single area and control of the incident is beyond the capabilities of college employees and assistance of outside agencies will be necessary.	• Necessity for limited outside resources • Short-term evacuation • Establishment of security procedures to protect occupants, evacuees and property, if necessary • Addressing medical needs • Establishment of command post, if appropriate • Partial or full activation of FIT EOC, if appropriate	• Loss of water to most of building or one that threatens critical services • Short-term loss of heat or power to a building • Labor disruption • Residence hall room fire • Chemical spill requiring a disruption of services and a hazmat response • Odor requiring evacuation • Death of a student
Level 5 emergency – Unplanned event unlikely to adversely impact or threaten life, health or property, control is within the capabilities of FIT employees and resources.	• Resolution of incident by FIT employees • Minimal/no outside resources needed • No serious injuries/threat of injuries • No general announcement needed, handled on a "need to know" basis • Establishment of a command post optional	• Small chemical spill • Localized water pipe break affecting a portion of one building • Localized, undetermined odor problem • Automatic fire alarm • Labor disruption • Student demonstration

3. INCIDENT COMMAND SYSTEM AND PERSONNEL

3.1 GOVERNOR'S EXECUTIVE ORDER NUMBER 26

State of New York
Executive Chamber
No. 26
EXECUTIVE ORDER
ESTABLISHING A MANAGEMENT SYSTEM FOR EMERGENCY RESPONSE

WHEREAS, on occasion disasters occur that threaten the public health, safety and lives of the citizens of the State;

WHEREAS, it is necessary and desirable to ensure that all State and local emergency agencies and personnel coordinate their efforts to efficiently provide emergency relief and disaster recovery aid;

WHEREAS, to facilitate efficient and effective assistance to those impacted it is important that all State and local emergency response agencies and personnel utilize common terminology, integrated communications, consolidated action plans, unified command, modular organization, manageable span of control, comprehensive resource management and designated incident facilities during emergencies or disasters;

WHEREAS, the Incident Command System, as developed by the National Interagency Incident Management System, sets forth standardized procedures for managing personnel, communications, facilities and resources;

WHEREAS, the Incident Command System procedures are used by the Federal Emergency Management Agency, National Fire Academy, National Fire Protection Association, National Wildfire Coordinating Group, and other states;

WHEREAS, the Incident Command System is an integral part of various emergency management training programs currently taught throughout the State;

WHEREAS, the Occupational Safety and Health Administration requires the establishment of a site-specific Incident Command System to handle emergency responses; and

WHEREAS, the Disaster Preparedness Commission Task Force on Command and Control and the State Emergency Response Commission endorse a standardized Incident Command System;

NOW, THEREFORE, I, GEORGE E. PATAKI, Governor of the State of New York, by the virtue of the authority vested in me by the Constitution and Laws of the State of New York, do hereby establish the National Interagency Incident Management System – Incident Command System as the State standard command and control system during emergency operations.

GIVEN under my hand and the Privy Seal of
the State in the City of Albany this
fifth day of March in the year one
thousand nine hundred ninety-six
/s/ George E. Pataki

/s/ Bradford J. Race, Jr.
Secretary to the Governor

3.2 PRESIDENT'S MESSAGE (ENDORSEMENT)

It is hereby resolved by the President of the Fashion Institute of Technology that:

WHEREAS, in Homeland Security Presidential Directive (HSPD)-5, the President directed the Secretary of the Department of Homeland Security to develop and administer a National Incident Management System (NIMS), which would provide a consistent nationwide approach for federal, state, local and tribal governments to work together more effectively and efficiently to prevent, prepare for, respond to, and recover from domestic incidents, regardless of cause, size or complexity; and

WHEREAS, the collective input and guidance from all federal, state, local and tribal homeland security partners has been, and will continue to be, vital to the development, effective implementation and utilization of a comprehensive NIMS; and

WHEREAS, it is necessary that all federal, state, local, and tribal emergency management agencies and personnel coordinate their efforts to effectively and efficiently provide the highest levels of incident management; and

WHEREAS, to facilitate the most efficient and effective incident management it is critical that federal, state, local, and tribal organizations utilize standardized terminology, standardized organizational structures, uniform personnel qualification standards, uniform standards for planning, training, and exercising, comprehensive resource management, and designated incident facilities during emergencies or disasters; and

WHEREAS, the NIMS standardized procedures for managing personnel, communications, facilities and resources will improve the state's ability to utilize federal funding to enhance local and state agency readiness, maintain first responder safety, and streamline incident management processes; and

WHEREAS, the Incident Command System components of NIMS are already an integral part of various incident management activities throughout the state, including all public safety and emergency response organizations training programs; and

WHEREAS, the National Commission on Terrorist Attacks (9-11 Commission) recommended adoption of a standardized Incident Command System.

NOW THEREFORE, pursuant to the authority vested in me by the State University of New York I do hereby mandate the National Incident Management System be utilized for all incident management on the Fashion Institute of Technology campus.

I further proclaim this to take effect immediately.

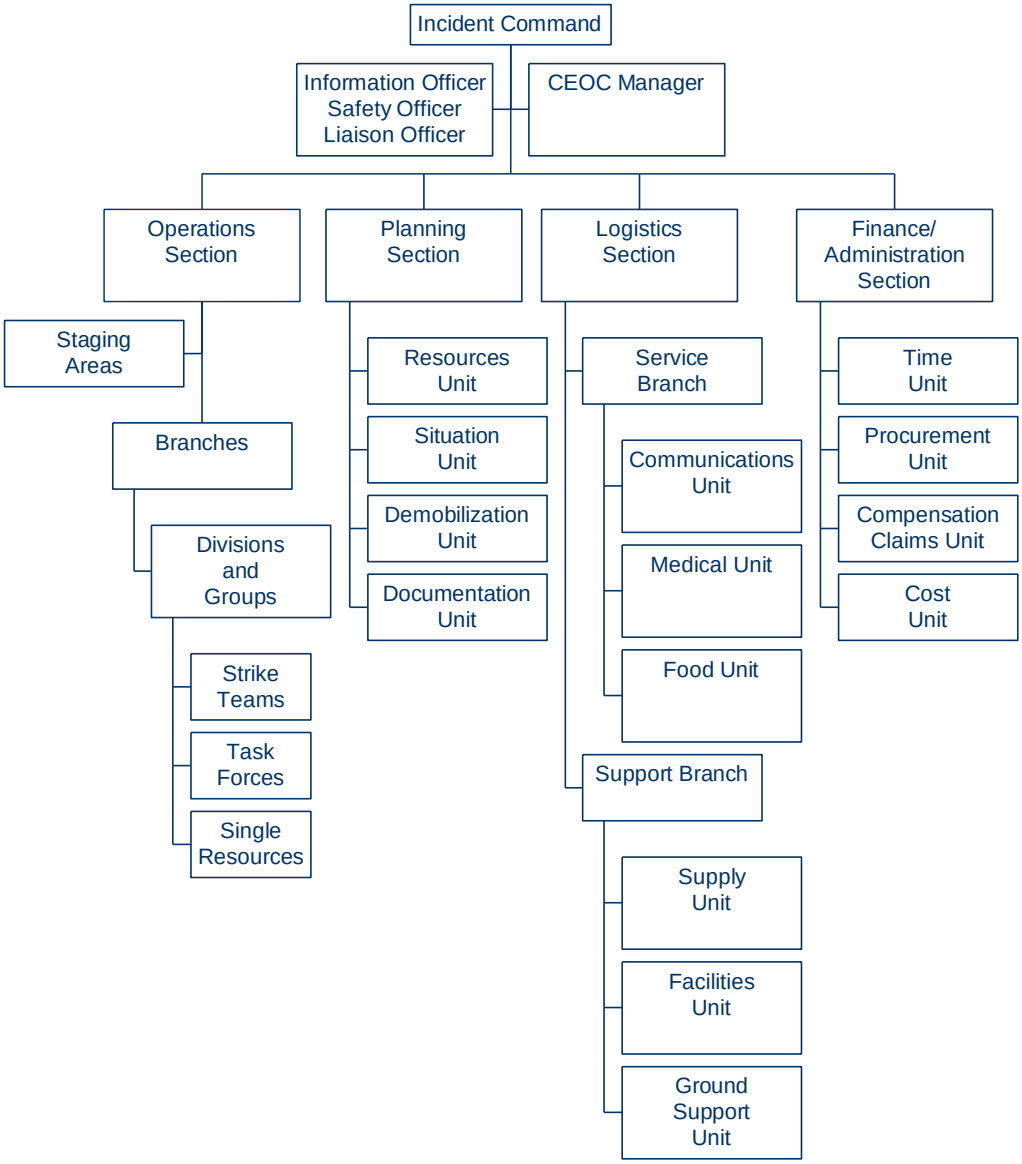
_____ _____

Joyce F. Brown, President Date

3.3 INCIDENT COMMAND SYSTEM STRUCTURE

FIT uses the Incident Command System (ICS) to respond to emergencies and as appropriate for other major events. The ICS organizational model is provided in Figure 3-1. The ICS is a top-down structure, based on the size and complexity of the incident. The flexible ICS structure allows for expansion of functions as needed to respond to the incident. Only the positions necessary to respond to the incident are filled. Incident Command is accomplished by an Incident Commander (IC) who establishes objectives for the response. The IC performs all major ICS command and staff responsibilities unless these roles are delegated and assigned based on the specific needs of the emergency. Every person in the ICS is accountable to only one supervisor and each supervisor has a limited number of direct reports, with the IC in charge of the response.

Figure 3-1: ICS Organizational Model



Under certain circumstances, the ICS will become part of multi-agency and multi-departmental emergency operations structure such as Unified Command, a management method where various agencies' ICS manage the incident together by establishing a common set of objectives and strategies. Multi-agency coordination systems (MACS) will support incident management, make resource allocation decisions based on incident priorities, and support logistics and resource tracking.

3.4 INTERDEPENDENCIES

FIT relies on essential goods and services provided by various outside entities. Some major emergency situations may involve multiple-agency response. In the event of a major emergency affecting FIT, outside agencies at the local, state or federal level may be called upon for assistance.

4. ROLES AND RESPONSIBILITIES

4.1 FIT EMERGENCY GROUPS

Four groups of personnel are described in this section. During an emergency the Emergency Response Team (ERT) has the authority to call on additional groups or personnel to assist in the response to the situation.

4.1.1 Emergency Preparedness and Response Group (EPRG)

The EPRG recommends and implements emergency mitigation measures and coordinates planning for emergency situations affecting the college, including implementation of training and exercise activities throughout the FIT community. The EPRG meets regularly to plan for emergency situations that may affect the FIT community.

4.1.2 Emergency Response Team (ERT)

The ERT responds to emergencies affecting the FIT community and provides ongoing support and oversight during an emergency. The role of the ERT is to assess the emergency situation quickly, identify resources needed to address the emergency, facilitate the coordination and communication of response activities, establish necessary communication with outside agencies, monitor progress and keep the President informed about the situation.

4.1.3 Support Branches and Units

Depending on the complexity of an emergency, the Command Staff may set up Support Branches and Support Units to assist with response to the incident. Departmental units and individual personnel may be directed to suspend routine operation for temporary reassignment to assist in emergency operations.

4.1.4 Emergency Communication Team

The Emergency Communication Team will work with ERT to develop the plan of action in communicating information to all constituencies. Other people may be asked to respond to the FIT EOC when their area(s) have been affected by the incident or if their unit is required to respond.

4.1.4.1 Essential Emergency Personnel

Personnel with essential roles during an emergency have been identified. The list of personnel with essential roles during an emergency is available in FIT's Emergency Management Plan (confidential document). These essential emergency personnel are those who are expected to be on campus during an emergency situation.

4.2 ROLES AND RESPONSIBILITIES

4.2.1 Incident Commander (IC)

The IC of FIT is responsible for the overall management of incident response activity during an emergency impacting FIT. The IC also has the following responsibilities during an emergency:

- Develop incident response objectives and manage all incident operations;
- Establish immediate priorities – especially the safety of responders, emergency workers, bystanders and people involved in the incident;
- Establish and monitor incident organization;
- Approve implementation of the Incident Action Plan;
- Ensure adequate health and safety measures are in place; and
- Conduct post-incident review.

4.2.2 Command Staff

The Command Staff is responsible for public affairs, health and safety and liaison activities. Depending on the type of situation, the IC may fill the role of a Command Staff position or may assign an individual to carry out the responsibilities. If individuals are assigned to Command Staff positions, they report directly to the IC or, under the Multi-Agency Command System (MACS), to a Unified Command.

4.2.2.1 Information Officer

The Information Officer develops and releases information about the incident to the news media, incident personnel, FIT community and other appropriate organizations and/or agencies.

4.2.2.2 Safety Officer

The following are the responsibilities of the Safety Officer under ICS:

- Develop and recommend measures to the IC for assuring personnel health and safety;
- Assess and/or anticipate hazardous and unsafe conditions;
- Develop the Site Safety Plan;
- Review the Incident Action Plan for safety concerns; and
- Provide a timely and comprehensive assessment of hazards and required controls.

4.2.2.3 Liaison Officer

The Liaison Officer serves as primary contact for assisting and coordinating activities between the IC and various agencies and groups.

4.2.2.4 FIT EOC Manager

The FIT Emergency Operations Center (FIT EOC) Manager is responsible for the following:

- Set up and maintain the FIT EOC, such as setup of computers and telephones, during emergencies and drills;
- Assign locations within the FIT EOC for Incident Command System (ICS) staff;
- Responsible for supplies during the emergencies and drills and for breaking down of the FIT EOC; and

- Have necessary keys and codes to open the doors and cabinets to establish the FIT EOC.

4.2.3 General Staff

The General Staff includes Operations, Planning, Logistics and Finance responsibilities. These roles are filled by the IC, unless the IC assigns them to another individual. When the General Staff responsibilities are established as separate functions under the IC, they are managed by a section chief and can be supported by other functional units.

4.2.3.1 Operations Section Chief

The Operations Staff is responsible for all operations directly applicable to the primary mission of the response.

4.2.3.2 Planning Section Chief

The Planning Section Chief is responsible for the following:

- Collect, evaluate and disseminate tactical information related to the incident;
- Provide real-time information related to the incident to the Information Officer; and
- Prepare Incident Action Plans.

4.2.3.3 Logistics Section Chief

The Logistics Staff is responsible for providing materials, facilities and services for the incident response.

4.2.3.4 Finance Section Chief

The Finance Staff is responsible for all financial, administrative and cost analysis aspects of the incident.

5. EMERGENCY NOTIFICATIONS, COMMUNICATIONS AND RESOURCES

The goal of communications during an emergency is to respond as quickly as possible to the situation by providing clear, concise messages that are updated regularly. FIT's Emergency Communication Plan (confidential document), provides information about communication methods available at FIT.

5.1 COMMUNICATION METHODS

FIT has access to multiple communication methods that can be used to inform the FIT community, response partners, stakeholders and/or governmental agencies about an emergency impacting FIT. The communication methods available to FIT for emergency communications are described in Table 5-1 below.

Table 5-1: Communication Methods

Speed of Communication	Communication Method
Instant Communication Methods	• Public Address (PA) System • Building Alarms • Bullhorns
Fast Communication Methods	• Email • Emergency Phone Line • Broadcast Voicemail • Institutional Website • SUNY Alert • FIT Portal • Lobby Television Monitors • IT Emergency Hotline • Social Media
Follow-Up Communication Methods	• Posters and/or Temporary Signage • Paper Memos • Letters or Phone Calls • Alumni Magazine • Media • Public Service Announcements • Town Hall Meeting • Press Conference • Press Release • Website • Email • Other Forms of Electronic Communication

FIT has several emergency telephones located throughout the campus. In addition to the communication methods listed above, the Security and Facilities Departments use portable radios for normal and emergency communications.

5.2 EMERGENCY ALARMS

All college buildings are equipped with an emergency alarm system. Refer to Table 5-3 for information about the type and activation of emergency alarm systems available in campus buildings. The emergency alarm system is used to notify building occupants of an emergency requiring evacuation of the building. When the emergency alarm system is triggered, building occupants must exit the building as quickly and calmly as possible, using stairs and emergency exits only. Weekly, monthly and annual inspections of fire alarms are coordinated by the Facilities Department.

Table 5-2: Evacuation Alarms

Location	Type of Alarm	Alarm Activation Methods
Dormitory	Fully automated; emits a sharp buzzing sound when activated. The emergency alarm system identifies a specific room as the source of an alarm.	• Manual activation of pull boxes located throughout the building. • Smoke detectors located in every dormitory room. • Heat sensors in dormitory rooms.
David Dubinsky Student Center **Business and Liberal Arts Center** **Marvin Feldman Center** **Fred P. Pomerantz Art and Design Center** **Shirley Goodman Resource Center**	Emits a gonging sound when activated; gong sequence identifies a floor in a particular building as the source of an incident.	• Manual activation of pull boxes located throughout the buildings. • Smoke detectors located in areas adjacent to elevators.

6. EMERGENCY RESPONSE PROTOCOLS AND PROCEDURES

Response protocols and procedures for FIT faculty, staff and students are provided in this section. In the event that an emergency is not specifically described in the response protocols and procedures, existing protocols should be used as a means of meeting the goals and priorities set forth in the general provisions of this plan.

6.1 SHELTER IN PLACE

Evacuation may not be the best course of action during certain types of emergency situations. An emergency situation can escalate so rapidly that there would be no time to evacuate personnel and a prudent course of action for the protection of the potentially affected building occupants may be to remain inside with the doors and windows closed.

6.1.1 Shelter-in-Place Notification

The notification to shelter in place will be given to building occupants over the public address (PA) system. The IC is responsible for determining whether sheltering in place is the most appropriate response to protect building occupants during the emergency situation.

Available Instant Notification Methods

Notification Group	Communication Methods Available
Building Occupants	PA System

6.1.2 Shelter-in-Place Protocols and Procedures

Faculty, Staff and Students

- When shelter-in-place notification is received over PA system, shut and lock all doors.
- Stay away from doors and windows.
- Turn off lights, if safe to do so.
- Take shelter in closet, under desk or other appropriate area.
- Do NOT call Campus Security, this will tie up phone lines. Campus Security or the police department may call your room with additional information and instructions, if appropriate.
- Wait for any instructions from emergency responders.
- Do not exit room until given notice by Campus Security or the police department.
- Assist disabled persons in getting to a safe shelter-in-place location, if necessary.
    - ASK someone with a disability how you can help BEFORE giving assistance. Ask how they can best be assisted and whether there are any special considerations or items that need to come with them.
    - Get the attention of a person with a hearing disability by touch and eye contact. Clearly state the problem. Gestures and pointing are helpful, but be prepared to write a brief statement if the person does not seem to understand.
    - Offer visual instructions to a person with a hearing disability to advise of the safest route or direction.

- Wait for any instructions from emergency responders.

6.2 EVACUATION

Common to many of the response protocols is the need to ensure building occupants are removed from potential danger through evacuation. It is critical for the FIT community to understand FIT's general evacuation procedures below, as a fundamental emergency response tool.

In a major emergency, the decision to implement evacuation procedures generally rests with the IC. In situations requiring immediate action, public safety responders can also order an evacuation.

6.2.1 Evacuation Notification

An alarm system notifies building occupants of an emergency that requires evacuation of the building:

- Dormitory emergency alarm system emits a sharp buzzing sound when activated.
- Emergency alarm systems in the David Dubinsky Student Center, Business and Liberal Arts Center, Marvin Feldman Center, Fred P. Pomerantz Art and Design Center, and Shirley Goodman Resource Center emit a gonging sound when activated.
- The emergency alarm systems can be triggered by manually activating one of the pull boxes located throughout each building on campus.
- In the event that building alarm systems are not functioning, occupants will be notified of the need to evacuate by bullhorns and/or other communication methods.

Available Notification Methods

Notification Group	Communication Methods Available
Building Occupants	Building Alarm Bullhorn

6.2.2 Evacuation Protocols and Procedures

Faculty, Staff and Students

- A building occupant is required by law to evacuate the building when the fire alarm sounds.
- Evacuate via stairs, do not use elevators or escalators during evacuation as they can be dangerous during an emergency.
- Shut down labs and studios, and close, but do not lock, doors and windows, if possible.
- Gather personal belongings if it is safe to do so. (Reminder: take prescription medications with you if at all possible, as it may be hours before you are allowed back in the building.)
- Assist disabled students in evacuation and notify Campus Security of any disabled person's location.
  - ASK someone with a disability how you can help BEFORE attempting any rescue technique or giving assistance. Ask how they can best be assisted or moved and whether there are any special considerations or items that need to come with them.
  - For visually impaired persons, give verbal instructions to advise about the safest route or direction using compass directions, estimated distances and directional terms.
  - DO NOT grasp a visually impaired person's arm. Ask if he or she would like to hold onto your arm as

you exit, especially if there is debris or a crowd.
    - Get the attention of a person with a hearing disability by touch and eye contact. Clearly state the problem. Gestures and pointing are helpful, but be prepared to write a brief statement if the person does not seem to understand.
    - Offer visual instructions to a person with a hearing disability to advise of the safest route or direction by pointing toward exits or evacuation maps.
    - Help clear the exit route of debris (if possible) so the person with a disability can move out or to a safer area.
    - If people with mobility impairments cannot exit, they should move to a safer area (e.g., most enclosed stairwells, an office with the door shut located away from the hazard, etc.).
- Meet at evacuation area.
- Notify emergency responders immediately about any person remaining in the building and his/her location.
- Wait for any instructions from emergency responders.
- Remain at the evacuation area until instructed it is safe to leave by emergency responders or FIT officials.
- Do not re-enter the building or work area until you have been instructed to do so by emergency responders or FIT officials.
- If the campus is closed, staff and students should not return to campus until the college is officially reopened. All administrators and maintenance personnel should report to work unless otherwise notified.

6.3 CLASSROOM AND CAMPUS CLOSURE, CANCELLATION AND RELOCATION

During an emergency, classes may need to be relocated or cancelled and/or a certain building or entire campus may need to be closed. The decision to relocate or close a classroom, building, residence hall or campus rests with FIT. In situations requiring immediate action, public safety responders (Police, Fire, EMS) can also order an evacuation. When considering classroom, building or campus relocation, consideration will be given to the specific threat, its context and the recommendation of first responders.

6.3.1 Cancellation of Classes/Office Closure

Cancellation of classes, closure of administrative and service offices, or both, may occur when severe weather or other conditions make it unsafe for students and/or faculty and staff to travel to FIT.

6.3.1.1 Notification of Class Cancellation/Office Closure

Faculty, staff and students will be notified about cancellation of class or office closure via email, a posting on the FIT website and/or a posting on the door of the building, classroom or office.

Available Notification Methods

Notification Group	Communication Methods Available
Classroom/Office Occupants	Email Signs on Office/Classroom Door FIT Website Broadcast Voicemail SUNY Alert Emergency Telephone Line FIT Portal Mass Media

6.3.1.2 Class/Service Office Closing Protocols and Procedures

Faculty, Staff and Students
• Follow instructions provided by Office of Communications and External Relations, Residence Life or emergency services in the event classes and/or service offices are closed. • Check the FIT website for information about classroom/office reopening dates and times.

6.3.2 Classroom/Office Relocation

Classes and/or offices may need to be relocated to another classroom, office or building due to physical damage or another situation impacting the room or area.

6.3.2.1 Notification of Classroom/Office Relocation

Campus Security is likely to hear the first report of damage or another situation impacting the use of a classroom or office. Notification that a classroom or office has been relocated will be done via email, a posting on the door of the building, classroom or office impacted by the relocation.

Available Notification Methods

Notification Group	Communication Methods Available
Classroom/Office Occupants	Email Signs on Office/Classroom Door FIT Website Broadcast Voicemail

6.3.2.2 Classroom Relocation Protocols and Procedures

Faculty, Staff and Students
• Report fire, flood, contamination, loss of critical utilities or other emergencies affecting a campus building or room to Campus Security. • Follow instructions given by Campus Security, Residence Life Office and/or other emergency responders. • Obey all “Keep Out” and “Do Not Enter” signs and flagging.

6.3.3 Residence Hall Emergency Relocation

A residence hall area may become uninhabitable due to fire, flood, contamination, loss of critical utilities or other emergency.

6.3.3.1 Notification of Residence Hall Emergency Relocation

Residence hall staff will notify residents in the event of an emergency relocation of a residence hall.

Available Notification Methods

Notification Group	Communication Methods Available
Residents	Email Broadcast Voicemail Signs on Dormitory FIT Website Building Alarm Bullhorn SUNY Alert

6.3.3.2 Residence Hall Emergency Relocation Protocols and Procedures

Faculty, Staff and Students
• Report fire, flood, contamination, loss of critical utilities or other emergencies affecting residence halls to Campus Security. • Follow instructions given by Campus Security, Residence Life Office or other emergency responders. • If safe, take essential personal items, such as prescription medication, personal identification and keys with you to relocation area.

6.4 FIRE EMERGENCY

Any instance of a fire or smoke condition should be considered serious, requiring an immediate response.

Faculty, staff and students are not expected to fight a fire or investigate the source of a smoke condition. The first responsibility of faculty and staff is to assure their own safety as well as the safety of students.

Even if a small fire has been put out with a fire extinguisher, located throughout the campus, or if a smoke condition appears to be dissipating, Campus Security should be called immediately.

6.4.1 Notification of Fire

Fire alarms will notify building occupants about a fire in the building or area. Report fire and/or smoky conditions to Campus Security (x7-7777 or 212-217-7777) or by pulling an emergency pull box, activating the fire alarm and initiating evacuation.

Available Notification Methods

Notification Group	Communication Methods Available
Building Occupants	Building Alarm Bullhorn SUNY Alert FIT Website FIT Portal

6.4.2 Fire Protocols and Procedures

Faculty, Staff and Students

- Call Campus Security (x7-7777 or 212-217-7777) and report incident and location immediately.
- If the fire or smoke condition appears to be growing or there is any uncertainty regarding safety, the emergency pull-box alarm should be activated in order to evacuate the building.
- If a fire or smoke condition exists in a laboratory where chemicals are stored, the fire alarm pull box should be activated immediately.
- If you have been trained in the use of a portable fire extinguisher and are able to safely extinguish the fire, you may do so. Be sure you have a safe exit from the area and leave if one extinguisher does not put out the fire.
- Follow the general evacuation procedures as soon as fire alarm is heard. Building occupants are required by law to evacuate the building when the fire alarm sounds.
- Warn others nearby as evacuation occurs.
- Move away from fire and smoke. Smoke is the greatest danger in a fire, so stay near the floor where the air is less toxic.
- Close doors and windows if time permits.
- Touch closed doors. Do not open them if they are hot.
- Use stairs only; do not use elevators.
- Move well away from the building and go to your designated assembly area.
- Do not re-enter the building or work area until you have been instructed to do so by the emergency responders.
- Faculty should become familiar with special evacuation needs of their disabled students and assist them if an evacuation is ordered. Notify Campus Security of any disabled student's location.
- If you become trapped during a fire:
    - DO NOT PANIC.
    - Isolate yourself from the fire and smoke in an office or stairwell.
    - If a phone is available, contact Campus Security (x7-7777 or 212-217-7777) and provide details of your location and situation.
    - If a window is available, place a large piece of brightly colored fabric (shirt, coat, tablecloth, etc.) outside the window as a marker for rescue crews.
    - If there is no window, stay near the floor where the air is less toxic.
    - Make noise (tap pipes, bang furniture, blow whistle, shout, etc.) at regular intervals to alert emergency crews of your location.

6.5 UTILITIES AND FACILITIES EMERGENCY

6.5.1 Flood

Flooding can be caused by a break in a pipe or water main or by malfunctioning equipment. In addition to the property damage that can result, a flooding condition can be dangerous to individuals using electrically powered equipment.

6.5.1.1 Flood Notification

Any incident of flooding should be reported immediately to Campus Security (x7-7777 or 212-217-7777).

Available Notification Methods

Notification Group	Communication Methods Available
Building/Classroom/Office Occupants	Building Alarm, if evacuation needed Email Signs on Office/Classroom Doors FIT Website SUNY Alert* Emergency Phone Line*

*Notification method available for a full-building flood.

6.5.1.2 Flood Protocols and Procedures

Faculty, Staff and Students
• Notify Campus Security (x7-7777 or 212-217-7777) about any flood situations on campus immediately. • Faculty should become familiar with special evacuation needs of their disabled students and assist them if an evacuation is ordered. Notify Campus Security of any disabled student's location. • Do not touch electrically powered equipment. • Vacate area. • Follow instructions of emergency responders.

6.5.2 Loss of Power

A loss of electrical power will result in a loss of lights (except for emergency stairwell and exit lights), loss of telephones, stoppage of water and loss of power for all equipment, elevators and escalators. The loss of electrical power can be local or citywide and can be limited to a particular floor, building, or series of buildings on the FIT campus.

6.5.2.1 Power Failure Notification

For limited power outages notify Facilities Department (x7-4420 or 212-217-4420) or Campus Security (x7-7777 or 212-217-7777).

Available Notification Methods

Notification Group	Communication Methods Available
Building/Classroom/Office Occupants	Broadcast Voicemail Broadcast Email Signs on Office/Classroom Door FIT Website SUNY Alert FIT Portal Emergency Phone Line

6.5.2.2 Power Failure Protocols and Procedures

Faculty, Staff and Students
• Notify Campus Security (x7-7777 or 212-217-7777) about power failure. • Stay in current location until Campus Security personnel provide further instructions. • Turn off all electrical equipment, if safe to do so. • Begin evacuation if building alarms are heard. Continue exiting even if building alarms stop. (If building alarms are inoperable, instructions to evacuate the building will be communicated to occupants by Campus Security and Maintenance personnel.) • Follow all directions from emergency personnel who will be on the street issuing instructions.

6.5.3 Loss of Telecommunications

A telecommunications failure is indicated by a lack of dial tone on the telephone, lack of incoming or outgoing calls or complete loss of internet and email capacity.

6.5.3.1 Telecommunications Failure Notification

If there is a loss of dial tone on the telephone or complete loss of internet and email capacity during business hours, notify the Telecommunications Department (x7-3400 or 212-217-3400). If there is a loss of dial tone on the telephone or complete loss of internet and email capacity outside of normal business hours, notify Campus Security (x7-7777 or 212-217-7777), who will contact the Telecommunications Department. The Telecommunications Department will notify all of the appropriate vendors and work with them until a solution is found.

Available Notification Methods

Notification Group	Communication Methods Available
Telecommunications Users	SUNY Alert Phone (Residential Life to Residents) Signs on Building Doors Broadcast Email FIT Website FIT Portal Lobby Monitors

6.5.3.2 Telecommunications Failure Protocol and Procedures

Faculty, Staff and Students
• Follow communications received from Office of Communications and External Relations, IT Office, or other FIT office, as appropriate.

6.5.4 Loss of Heat or Cooling

A loss of heat or cooling can be caused by a break in a steam line, water line or by malfunctioning equipment. In addition to the property damage that can result, a loss of heat or cooling condition can be uncomfortable to building occupants.

6.5.4.1 Notification of Heat/Cooling Loss

Any incident of heat or cooling loss should be reported immediately to the Facilities Department (x7-4420 or 212-217-4420).

Available Notification Methods

Notification Group	Communication Methods Available
Building Occupants	Email Broadcast Voicemail FIT Website FIT Portal

6.5.4.2 Loss of Heat or Cooling Protocols and Procedures

Faculty, Staff and Students
• Follow instructions and communications from FIT officials. • Relocate to other campus buildings, if appropriate. • If loss of heat, wear warm layers to keep warm if possible and appropriate. • If loss of cooling, stay hydrated by drinking plenty of water.

6.5.5 Loss of Drinking Water

A loss of water will result in inoperative lavatory facilities, drinking fountains, laboratory sinks and cooling systems.

In the unlikely event that the city's water system has been contaminated, FIT will receive notification from city law enforcement agencies or the NYC Department of Environmental Protection. The campus community will be notified immediately and all sources of water will be shut down. If a building water supply system cannot be shut down, signs will be posted and Campus Security personnel assigned to these locations in order to ensure notification.

6.5.5.1 Water Supply Loss Notification

Any incident of water supply loss should be reported immediately to the Facilities Department.

Available Notification Methods

Notification Group	Communication Methods Available
Building Occupants	Email Signs on Building Door Broadcast Voicemail

6.5.5.2 Water Supply Loss Protocols and Procedures

Faculty, Staff and Students
• In the event of a loss of water in or adjacent to laboratories, immediately extinguish fire sources and terminate use of chemicals and paints in all classes. • Follow response procedures as directed by FIT and/or emergency officials.

6.5.6 Gas Leak

Any gas leak should be treated as an emergency situation.

6.5.6.1 Notification of Gas Leak

Any suspected gas leak should be reported immediately to Campus Security (x7-7777 or 212-217-7777).

Available Notification Methods

Notification Group	Communication Methods Available
Building Occupants	Building Alarm, if evacuation needed Email SUNY Alert Broadcast Voicemail

6.5.6.2 Gas Leak Protocols and Procedures

Faculty, Staff and Students
• Notify Campus Security immediately (x7-7777 or 212-217-7777). • If strong smell of gas, cease all operations immediately and evacuate the area as soon as possible, notifying others as you leave. • Do not switch lights on or off. • Do not take time to open windows or close doors. • DO NOT re-enter the building until cleared to do so by Campus Security or other proper authorities.

6.6 SAFETY AND SECURITY EMERGENCY

6.6.1 Bioterrorism

Biological agents are microscopic organisms that typically enter the body through inhalation or through open wounds. Biological agents produce symptoms that may take days or weeks to manifest themselves or which worsen over time. Consequently, it is difficult to determine the source and origin of the agent.

6.6.1.1 Notification of Bioterrorism Event

Report suspected bioterrorism events to Campus Security (x7-7777 or 212-217-7777).

Available Notification Methods

Notification Group	Communication Methods Available
Affected FIT Staff, Faculty and Students	Email Broadcast Voicemail SUNY Alert FIT Website

6.6.1.2 Bioterrorism Protocols and Procedures

Faculty, Staff and Students
• If an evacuation is ordered, follow the general evacuation procedures, contained in Section 6.2. • If in an area potentially affected by bioterrorism, leave the area and list all people who were in the room or area and provide this list to responding authorities. • If biological threat is received by telephone: 1. Elicit as much information as possible from the caller (location, time of detonation, type of agent, caller profile, reason). 2. Notify Campus Security and await their arrival.

Faculty, Staff and Students (continued)

- For biological threat received by mail:
  1. Notify Campus Security (x7-7777 or 212-217-7777).
  2. Do not shake or empty the contents of any suspicious package.
  3. Place any suspicious package in a plastic bag or other type of container to prevent the contents from leaking.
  4. If a container is not available, cover the package with anything (e.g., clothing, paper, trash can, etc.) and do not remove this cover.
  5. Leave the room and close the door or section off the area to prevent others from entering.
  6. Wash your hands with soap and water to prevent spreading any substance to your face.
- For envelopes or packages that have been opened and contain powder:
  1. Do not try to clean up any powder. Cover any spilled contents immediately with anything (e.g., clothing, paper, trash can, etc.) and do not remove this cover.
  2. Leave the room and close the door or section off the area to prevent others from entering.
  3. Wash your hands with soap and water to prevent spreading any powder to your face.
  4. Report the incident to Campus Security.
  5. Arriving emergency personnel will assist you with the following tasks:
     a. Remove heavily contaminated clothing and place in a plastic bag or other container that can be sealed. Give this clothing to responding emergency personnel.
     b. Receive medical evaluation and follow-up information from medical personnel.
  6. Before leaving the scene, shower with soap and water as soon as possible. Do not use bleach or other type of disinfectant on your skin.
- If there is possibility of room contamination by aerosolization:
  1. Turn off local fans and ventilation units in the area.
  2. Leave the area immediately.
  3. Close the door or section off the area to prevent others from entering.
  4. Report the incident to Campus Security (x7-7777 or 212-217-7777).

6.6.2 Bomb Threat/Suspicious Package

Notification of a bomb threat can be received in a number of ways:

- By telephone
- By mail
- By note
- Through law enforcement officials

Bomb threats can also result from observing an unusual-looking package for which there is no readily identified owner. Upon preliminary observation by Campus Security, local law enforcement authorities will be contacted immediately. A suspicious envelope or package might include the following:

- Excessive postage
- Handwritten or poorly typed address
- Incorrect title or title without name
- Misspelling of common words
- Oily stain, discoloration, or odor
- No return address
- Excessive weight
- Lopsided or uneven envelope
- Protruding wires or aluminum foil
- Excessive security material such as masking tape, string, etc.
- Visual distractions
- Ticking sound
- Restrictive endorsements, such as "personal" or "confidential"
- City or state in the postmark that does not match the return address

6.6.2.1 Bomb Threat Notification

Notify Campus Security (x7-7777 or 212-217-7777) about suspicious packages and/or bomb threats.

Available Notification Methods

Notification Group	Communication Methods Available
Building/Area Occupants	SUNY Alert Landline Phone Broadcast Voicemail Email FIT Portal

6.6.2.2 Bomb Threat Protocols and Procedures

Faculty, Staff and Students
• Check your work area for unfamiliar items. Do not touch suspicious items; report them to Campus Security (x7-7777 or 212-217-7777).

- For bomb threats received by telephone:
  1. Do not hang up. Attempt to engage the caller in conversation and obtain as much information as possible.
  2. Have someone else call Campus Security (x7-7777 or 212-217-7777) from another extension, if possible. Campus Security will notify Director of Security.
  3. Stay calm and keep your voice calm.
  4. Pay close attention to details. Talk to the caller to obtain as much information as possible. Take notes and ask questions:
     a. What exactly is the threat?
     b. When will it explode?
     c. Where was the bomb left?
     d. Where is it right now?
     e. What does it look like?
     f. What kind of bomb is it?
  5. Observe the caller's speech:
     a. Is the voice familiar in any way?
     b. Male or female?
     c. Young or old? Speech patterns (Accent? Stutter?)
     d. Emotional state (Angry? Agitated? Calm?)
     e. Background noise (traffic, people talking and accents, music and type, etc.)
  6. Write down other data:
     a. Date and time of call
     b. How threat was received (letter, note, telephone)
  7. Call Campus Security (x7-7777 or 212-217-7777) and submit your notes from the telephone call or the bomb threat.
  8. Follow instructions from Campus Security.
- For a suspicious package:
  1. DO NOT PANIC.
  2. Do not touch package.
  3. Notify Campus Security (x7-7777 or 212-217-7777) via landline (do not use cellphone).
  4. Keep passersby clear of area.
  5. Take personal belongings when you leave.
  6. Leave doors and windows open; do not turn light switches on or off.
  7. Use stairs only; do not use elevators.
  8. Move well away from the building and follow instructions from emergency responders.
- If there is an explosion:
  1. Take cover under sturdy furniture, or leave the building if directed to do so by emergency responders.
  2. Stay away from windows.
  3. Do not light matches.
  4. Move well away from the site of the hazard to a safe location.
  5. Use stairs only; do not use elevators.

6. Call Campus Security (x7-7777 or 212-217-7777).
7. Follow evacuation procedures.

6.6.3 Civil Disturbance

Civil disturbances are those disruptions caused by one or more persons that can prevent the orderly functioning of the college. Examples include disruptions by one or more persons:

- Entering into any private office of an administrative officer, member of the faculty or staff member without permission, for the purpose of causing disruption;
- Entering any building or facility for any purpose other than its authorized uses or in such manner as to obstruct its authorized use by others, or remaining in any building or facility after it is normally closed or after being asked to leave by an authorized administrative officer;
- Obstructing the free movement of persons and vehicles anywhere on FIT property;
- Deliberately disrupting or preventing the peaceful and orderly conduct of classes, lectures, and meetings or deliberately interfering with the freedom of any person to express his views, including invited speakers; or
- Willfully inciting others to commit any of those acts with specific intent to induce them to do so.

6.6.3.1 Civil Disturbance Notification

All incidents should be reported to Campus Security (x7-7777 or 212-217-7777).

Available Notification Methods

Notification Group	Communication Methods Available
Area Occupants	Bullhorn Email FIT Website FIT Portal

6.6.3.2 Civil Disturbance Protocols and Procedures

Faculty, Staff and Students

- Most campus demonstrations are peaceful and people not involved should attempt to carry on business as usual.
- Avoid provoking or obstructing demonstrators. Should a disturbance occur, call Campus Security (x7-7777 or 212-217-7777).
- If a disturbance seems to threaten the occupants of the building, report it immediately to Campus Security and take the following actions:
  1. Alert all persons in the area of the situation.
  2. Lock all doors and windows.
  3. Close blinds to prevent flying glass.
  4. If necessary, your department may decide to cease work operations.
  5. If necessary to evacuate, follow directions from the New York Police Department, Campus Security, FIT personnel or other emergency responders.

6.6.4 Active Shooter

An active shooter is one or more subjects participating in a random or systematic action demonstrating intent to harm others. An active shooter's objective appears to be that of mass murder, rather than other criminal contact. An active shooter's weapons may be firearms, explosives, knives, bow and arrow, etc.

An active shooter situation, or other continuing use of deadly force even after the arrival of the police on the scene, requires a more immediate police response than conventional barricade or hostage situations. In active shooter situations, the likelihood of additional innocent persons being killed is very great if police action is not taken rapidly. Such perpetrators rarely include an escape in their plans and are prepared to commit suicide either by law enforcement action or their own hand. Active shooter situations may include incidents occurring within a facility or in open public areas, including sniper incidents.

6.6.4.1 Active Shooter Notification

All incidents should be reported to Campus Security (x7-7777 or 212-217-7777).

Available Notification Methods

Notification Group	Communication Methods Available
Building Occupants	PA System SUNY Alert Email Broadcast Voicemail FIT Website

6.6.4.2 Active Shooter Protocols and Procedures

Faculty, Staff and Students
• Ensure your own safety. • Move to the nearest location that can be secured by a locked door. • If a locked door is not available, move as far away from the threat as is safely possible. Isolate yourself and restrict entry any way that is possible. • Remain quiet and do not do anything that will draw attention to you. • Allow other trusted individuals into your secure location. • If you know where the intruder (or source of the security threat) is, contact Campus Security (x7-7777 or 212-217-7777) immediately. • Follow directions from New York Police Department, or other response officials.

6.6.5 Hostage or Barricade Situation

A barricade situation involves an incident in which armed or possibly armed subject(s) are in an environment or situation that prevents reasonably safe access or approach by law enforcement officers and pose an immediate or continuing threat to officers or others. A hostage situation is an incident in which a barricaded subject has one or more persons in their immediate control that are held against their will or are incapable or unwilling to escape.

6.6.5.1 Hostage Situation Notification

All incidents should be reported to Campus Security (x7-7777 or 212-217-7777).

Available Notification Methods

Notification Group	Communication Methods Available
Building/Area Occupants	PA System Broadcast Voicemail SUNY Alert Email Bullhorn

6.6.5.2 Hostage Situation Protocols and Procedures

Faculty, Staff and Students
• Ensure your own safety. • Move to the nearest location that can be secured by a locked door. • If a locked door is not available, move as far away from the threat as is safely possible. Isolate yourself and restrict entry any way that is possible. • Remain quiet and do not do anything that will draw attention to you. • Allow other trusted individuals into your secure location. • If you know where the intruder (or source of the security threat) is, contact Campus Security (x7-7777 or 212-217-7777) immediately. • Follow directions from New York Police Department, or other response officials.

6.6.6 Violent Crime

Violent felony offenses include those offenses defined in subdivision 1 of section 70.02 of the New York State Penal Law, which include, among others, various degrees or classes of attempted murder, manslaughter, rape, aggravated sexual abuse, assault, kidnapping, burglary, arson, robbery, criminal possession of a dangerous weapon, criminal use or sale of a firearm and aggravated assault upon a police officer or peace officer.

6.6.6.1 Violent Crime Notification

Report any violent crime on campus to Campus Security (x7-7777 or 212-217-7777).

Available Notification Methods

Notification Group	Communication Methods Available
Affected FIT Faculty, Staff and Students	Email

6.6.6.2 Violent Crime Protocols and Procedures

Faculty, Staff and Students

- Never try to handle a situation that is potentially dangerous to yourself or others.
- Inform Campus Security (x7-7777 or 212-217-7777) about any individuals deemed to be threatening or dangerous.
- Eliminate opportunities for violence by:
  - Alerting Campus Security
  - Knowing your escape route
  - Placing a barrier between yourself and the aggressor
  - Using effective people/communication skills
  - Having a second person with you
- Reacting to violent situations:
  - Maintain eye contact and a positive posture to send out positive signals.
  - Do not touch or approach a person who may become violent.
  - Keep the person talking as you maintain a controlled, calm demeanor.
  - Show concern yet maintain a safe distance; avoid being alone with the person.
- If you are the victim of, or are involved in, any on-campus violation of the law such as assault, robbery, theft, overt sexual behavior, etc., do not take any unnecessary risk. Notify Campus Security (x7-7777 or 212-217-7777) as soon as possible and give them the following information:
  - Nature of the incident
  - Location of the incident
  - Description of the person(s) involved
  - Description of the property involved
- If you witness a criminal act or notice person(s) acting suspiciously on campus, immediately notify Campus Security (x7-7777 or 212-217-7777).
- Assist the police when they arrive by supplying them with any additional information requested.

6.6.7 Report of Rape or Sexual Assault

6.6.7.1 Rape Notification

Report incidents involving rape or sexual assault to Campus Security (x7-7777 or 212-217-7777).

Available Notification Methods

Notification Group	Communication Methods Available
Affected FIT Staff, Faculty and Students	Email

6.6.7.2 Report of Rape Protocols and Procedures

Faculty, Staff and Students

- If you are a victim of a rape or sexual assault, seek medical attention immediately.
    1. Contact Campus Security (x7-7777 or 212-217-7777). Female officers are available upon request.
    2. Campus Security can provide you with transportation to the hospital.
    3. If you think you may have been assaulted while under the influence of rohypnol, GHB or any other "date rape drug," it is also suggested that you should not urinate before providing urine samples. Notify Campus Security and medical providers of this immediately.
    4. If possible, collect any glasses from which you drank.
    5. It is also suggested that you:
        - DO NOT bathe or douche;
        - DO NOT change clothing, comb your hair or brush your teeth;
        - DO NOT disturb the area in which the crime occurred.

6.6.8 Off-Campus Security Threat

6.6.8.1 Notification of Off-Campus Security Threat

Notification about off-campus security threats should be made to Campus Security (x7-7777 or 212-217-7777).

Available Notification Methods

Notification Group	Communication Methods Available
FIT Faculty, Staff and Students	Email Broadcast Voicemail SUNY Alert FIT Website FIT Portal

6.6.8.2 Off-Campus Security Threat Protocols and Procedures

Faculty, Staff and Students

- Report all off-campus security threats that may impact the FIT community to Campus Security.
- If you have information about the incident that may be useful to investigators call Campus Security (x7-7777 or 212-217-7777) or give the officer-on-scene details and the following information:
  1. Your Name
  2. Location
  3. Nature of the emergency/information about the emergency
- If an airplane crash occurs and you are inside a building:
  1. Seek cover under a desk, table or other heavy furniture that can provide protection from flying glass and debris.
  2. Remain inside the building until it is safe to exit.
  3. Follow directions of emergency response personnel.
  4. If an evacuation is in order, take personal necessities (glasses, keys, medicines) with you.
- If an airplane crash occurs and you are outside:
  1. Drop and cover.
  2. Move away from the aircraft.
  3. Proceed to a safe area.
  4. Follow directions of emergency response personnel.

6.6.9 Suicide/Death

6.6.9.1 Notification of Suicide/Death

Immediately notify Campus Security (x7-7777 or 212-217-7777) about any suicide or death on campus.

Available Notification Methods

Notification Group	Communication Methods Available
FIT Staff, Faculty and Students	Email

6.6.9.2 Suicide/Death Protocols and Procedures

Faculty, Staff and Students
• Report suspected death or suicide on campus to Campus Security (x7-7777 or 212-217-7777) immediately. • Do not disturb the body or the scene.

6.7 HEALTH EMERGENCY

6.7.1 Medical Emergency

A medical emergency is any situation involving injury or illness that poses an immediate risk to the life or long-term health of a person. A medical emergency may include:

- An injury (broken bone, sprain, laceration, etc.)
- A medical event (seizure, heart attack, difficulty breathing, anaphylaxis, overdose, etc.)

6.7.1.1 Medical Emergency Notification

In the event of a medical emergency immediately notify Campus Security (x7-7777 or 212-217-7777). Campus Security will immediately notify Health Services.

Available Notification Methods

Notification Group	Communication Methods Available
Affected FIT Staff, Faculty and Students	Email

6.7.1.2 Medical Emergency Protocols and Procedures

Faculty and Staff

- Notify immediate supervisor as quickly as possible about any on-the-job injury or illness. If it is not an emergency, notify supervisor BEFORE the employee seeks medical treatment.
- After the emergency has ended, file an Accident Form for any workplace injuries or illnesses. This form is available from the Director for Environmental Health and Safety Compliance or on the FIT Human Resources website at: http://www.fitnyc.edu/files/pdfs/HR_Employee_Injury_Illness_Report_Form.pdf.
- If another person's blood or other bodily fluid contacts your eye, mouth, mucus membrane or non-intact skin:
    - Immediately rinse skin or eye(s) with water for 15 minutes as applicable. Wash affected skin with soap and water (use nonabrasive, antibacterial soap where available).
    - Notify your supervisor.
    - Obtain medical help by calling Health Services Campus Security (x7-7777 or 212-217-7777).
    - Notify Director of Environmental Health and Safety Compliance or supervisor.

Faculty, Staff and Students

- If any situation appears to be a medical emergency, contact Campus Security (x7-7777 or 212-217-7777) to get help immediately.
- If you are experiencing a life-threatening medical emergency, seek emergency medical treatment.
- Be prepared to provide location, nature of injury, cause of injury or illness and any hazards that may be present.

6.7.2 Foodborne Illness

6.7.2.1 Foodborne Illness Notification

Report suspected foodborne illness caused by food received on campus to Health Services (x7-4190 or 212-217-4190) or your supervisor.

Available Notification Methods

Notification Group	Communication Methods Available
FIT Faculty, Staff and Students	Email Broadcast Voicemail Postings on Campus

6.7.2.2 Foodborne Illness Protocols and Procedures

Faculty and Staff
• Faculty and staff report suspected foodborne illness due to food eaten on campus to supervisor. • Seek medical attention from personal physician, if necessary.
Students
• Students report suspected foodborne illness to Health Services (x7-4190 or 212-217-4190). • If necessary, seek medical attention from Health Services.

6.7.3 Communicable Disease

A communicable disease emergency involves an infection control situation of natural origin warranting prompt action. Communicable disease situations may originate at FIT and are reportable to the New York State and City Departments of Health, or may originate in the New York City area with the potential to impact FIT.

6.7.3.1 Communicable Disease Notification

Notification of communicable disease with the potential to impact the FIT community should be made to Health Services (x7-4190 or 212-217-4190).

Available Notification Methods

Notification Group	Communication Methods Available
FIT Staff, Faculty and Students	Email Broadcast Voicemail FIT Website

6.7.3.2 Communicable Disease Protocols and Procedures

Faculty, Staff and Students
• Follow instructions received from FIT officials. • Practice social distancing and personal hygiene measures (hand washing, covering your cough, etc.).

6.8 HAZARDOUS MATERIALS

Academic laboratories are the most likely place where potentially hazardous material usage can cause harm. Maintenance and storage locations are also potential sites for a hazardous material incident.

Spillage, improper storage, proximity to heat or flame, or improper mixing can create a hazardous condition. Improper material use does not necessarily create noticeable odor or visible injuries.

6.8.1 Emergency Release Notification

In the event of an emergency release of hazardous material, faculty, staff and students notify:

- Campus Security (x7-7777 or 212-217-7777); and
- Department Chair/Dean.

Available Notification Methods

Notification Group	Communication Methods Available
Affected FIT Staff, Faculty and Students	Building Alarm, if evacuation needed Email Broadcast Voicemail SUNY Alert

6.8.2 Emergency Spill Protocols and Procedures

Faculty, Staff and Students
• Turn off ignition sources, if safe to do so. • Evacuate the area. • Notify Campus Security (x7-7777 or 212-217-7777). • Notify the department Chair or Dean. • Activate evacuation alarm to initiate evacuation if a threat of explosion or spread of noxious fumes is present. • Remain on scene to provide information about the hazardous material or situation to responding emergency personnel.

6.9 MISSING STUDENT

An FIT student is considered "missing" when he or she has not been seen by friends or associates for twenty-four (24) hours, there is no reasonable explanation for his or her absence and when circumstances indicate unaccountable or involuntary disappearance.

6.9.1 Notification of Missing Student

If a student is suspected to be missing, notify Campus Security (x7-7777 or 212-217-7777).

Available Notification Methods

Notification Group	Communication Methods Available
Affected FIT Faculty, Staff and Students	Email Broadcast Voicemail

6.9.2 Missing Student Protocols and Procedures

Faculty, Staff and Students
• Report suspected missing students to Campus Security (x7-7777 or 212-217-7777), as soon as suspected missing. • Provide information to Campus Security about the last time the student was seen and potential whereabouts of the suspected missing student.

6.10 EMERGENCY IMPACTING PRECOLLEGE PROGRAMS

If there is a city-wide crisis and classes are cancelled while Precollege Programs are in session, the following protocols will be followed to keep the children safe and reunite them with their families in a safe and responsible manner.

6.10.1 Notification of Emergency Impacting Precollege Programs

In the event of an emergency impacting Precollege participants, FIT will record an announcement on all outgoing messages and post a website message pertaining to the crisis specifically addressing the whereabouts of Precollege students and how to reconnect with them. Communication to instructors on campus will be made directing instructors to the holding locations.

Available Notification Methods

Notification Group	Communication Methods Available
Precollege Faculty, Parents and Students	PA System, for shelter in place Building Alarm, if evacuation needed Email Broadcast Voicemail FIT Website Signs on Building Door

6.10.2 Emergency Impacting Precollege Programs Protocols and Procedures

Precollege Faculty and Staff

- Remain calm and patient.
- Follow the directions of FIT and response officials.
- Stay in contact with your family.
- KEEP ALL PRECOLLEGE CHILDREN WITH YOU THROUGHOUT THE EMERGENCY. DO NOT RELEASE ANY CHILD UNTIL INSTRUCTED TO DO SO BY THE EMERGENCY RESPONSE TEAM OR DIRECTOR OF PRECOLLEGE PROGRAMS.
- In the event of evacuation, walk students to the evacuation area, keeping class groups together during the walk and at the evacuation site. At evacuation site, immediately take attendance of all students and provide completed attendance roster to Precollege Director. Students will remain seated with their classes.
- Items to bring during evacuation:
  - Emergency Management Plan and Kit
    - Medical kit
    - Emergency phone numbers
    - Stamp and ink/Wristbands
    - Pens, pencils, Emergency Release Forms
  - Roster book (divided by AM and PM sessions to identify all participants at any given time)
  - Master list of participants by last name
  - Attendance from drop box
  - Medical consent forms (plastic boxes)
- All children who are minors will be held in the assigned location until a parent or legal guardian grants permission and provides instruction to FIT for the release of each child from FIT supervision.

Precollege Students

- Remain calm and patient.
- Wear your FIT ID card at all times and be prepared to produce it upon request from any college official.
- In the event of evacuation, walk to the evacuation area, remaining with your class group during the walk and at the evacuation site. Sign attendance roster and sit with class until contacted to leave via parental instructions.
- Follow all instructions of FIT officials and response personnel.

7. EMERGENCY TERMINATION AND RECOVERY

7.1 EMERGENCY TERMINATION

When the situation no longer poses any threat to the health and safety of the FIT community, infrastructure or the environment, the Incident Commander (IC) of FIT will announce termination of the emergency. When determining whether an emergency has ended, the IC of FIT will consider:

- Remaining potential threat to life safety, building infrastructure and property; and
- Whether the incident is under control.

7.2 DEBRIEF

Once the IC of FIT announces emergency termination, the IC of FIT initiates a debriefing with the personnel who responded to the emergency. The debrief occurs immediately after the emergency and before the responders leave the designated location. Response personnel who engaged in a significant level of the response effort should attend.

7.3 POST-EMERGENCY ANALYSIS

The purpose of a post-emergency analysis is to understand problems by talking with people about those problems and determining appropriate corrective actions or solutions. Within approximately one week of the IC terminating the emergency at FIT, the ERT and/or EPRG, will complete and document a post-emergency analysis. The objective of the review is to identify incident root causes and preventive and corrective actions, as well as to collect any additional information needed to complete the post-emergency analysis. The post-emergency analysis will also include an evaluation of the communications developed in response to the situation.

7.4 OTHER RECOVERY PROCEDURES

Short-term recovery after an emergency at FIT may include:

- Facility restoration;
- Restocking of supplies;
- Mental health counseling for students and staff;
- Building security;
- Public communications; and/or
- Post-incident response critique.

Long-term recovery after an emergency at FIT may include:

- Building security;
- Mental health counseling for students and staff, including the monitoring of post-traumatic stress behavior; and/or
- Mitigation to reduce the likelihood of occurrence or impact if the incident happens again.

8. TRAINING AND EXERCISES

8.1 OVERVIEW

FIT employees and contractors who may be required to respond to emergencies as described in this plan shall be routinely trained in those roles. The training will be conducted initially with periodic refreshers, or as warranted when any of the following occurs:

- New employees are hired who have responsibilities under this plan;
- Special emergency assignments are designated to staff;
- New equipment or materials are introduced; or
- Procedures are updated or revised.

The EPRG is responsible for the coordination of training. The EPRG will coordinate with Human Resources for training of new hires.

8.2 TRAINING

All appropriate FIT senior staff, managers and emergency responders will receive ICS and NIMS training that corresponds with their identified roles and responsibilities in an emergency.

8.3 DRILLS AND EXERCISES

Emergency response drills and/or exercises, using the concepts of NIMS will be conducted periodically to enhance the training, coordination and response capabilities of internal campus personnel, as well as coordinated with local emergency response agencies. The EPRG will determine the schedule and frequency of exercises and drills for the FIT campus. Refer to Table 8-1 for the minimum frequency of specific drills and exercises at FIT.

Table 8-1: Exercise and Drill Frequency

Type of Drill	Minimum Frequency
Evacuation Drill	At least once per semester
Shelter-in-Place Drill	At least once per school year
Communication Drill	At least once per semester

8.4 TRAINING RECORDS

FIT will maintain records of training, including training materials and attendance. Training records will be maintained by the Assistant Vice President for Administration.

9. REFERENCES

Campus Comprehensive Emergency Management Plan Model Plan. The State University of New York. 2008.

Empire County Comprehensive Emergency Management Plan: A Sample Plan. New York State Emergency Management Office. 2011.
http://www.dhses.ny.gov/oem/planning/documents/Empire-Sample-Plan.pdf

Incident Command System eTool: ICS/UC Scenarios. Occupational Safety and Health Administration.
http://www.osha.gov/SLTC/etools/ics/what_is_ics.html.

New York State Comprehensive Emergency Management Plan. Prepared by the New York State Disaster Preparedness Commission. September 2009.
http://www.dhses.ny.gov/planning - Click on Comprehensive Emergency Management Plan tab

NIMS Training Guidelines – Federal Fiscal Year 2009. New York State Preparedness Steering Committee. June 2009.
http://www.dhses.ny.gov/training/NIMS/documents/NIMS_training_guidance.pdf

Project SAVE. Safe Schools Against Violence in Education: Guidance Document for School Safety Plans. The University of the State of New York. The State Education Department. April 2001.
http://www.dhses.ny.gov/oem/planning/documents/ProjectSAVE.pdf

Public Health Disaster Response Pocket Guide. Yale Center for Public Health Preparedness at the Yale School of Public Health.

APPENDIX A: RECORD OF REVISIONS

RECORD OF REVISIONS

Date	Description of Change	Reason for Change (check one or specify)				Signature of Completion
		Annual Review	Emergency Analysis	Exercise	Other, Specify	