

# SARAH LAWRENCE COLLEGE SAFETY & EMERGENCY RESPONSE PLAN

September 2023



# Introduction

## Institutional Preparedness

Sarah Lawrence College is committed to providing a safe environment for our students, faculty and staff. Most minor emergencies are routinely handled behind the scenes, and conditions that potentially could cause accidents are repaired or mitigated.

However, from time to time, the College community may be faced with major emergencies. The College's Crisis Management team maintains an up-to-date plan to mobilize resources in the event of a major emergency. As part of the preparation plans, the College coordinates regular training and emergency drills for faculty, staff, and students. Your cooperation and participation in those programs are appreciated.

## Personal Preparedness:

While the College maintains processes to manage emergencies, all members of the community should take steps to ensure personal preparedness, responsibility, and knowledge. To partner in your safety:

- **Report all emergencies to Campus Safety Communications Desk (914) 395-2222.**
- Be attentive to your surroundings.
- Prevent accidents by reporting hazardous situations; never assume someone else has reported the situation. It is better for something to have been reported twice than not at all.
- Be informed and sign up for the College's Emergency Notification System.
- Take safety drills seriously.
- Remember – Those responding to an emergency call– Campus First Responders and Yonkers First Responders – are usually responding based on an alarm activation or call to the Campus Safety emergency line – 914-395-2222 or 911. On an emergency call responding personnel are responding on possibly limited information to the scene forthwith, and may need additional information at the scene – please cooperate and provide the best information possible.
- Know the location of fire extinguishers and emergency exits.
- Participate in training for an active Threat Training – ALICE / CRASE.
- Participate in CPR / AED Basic First Aid Training.
- Familiarize yourself with the differences between, and the recommended actions, for the following emergency situations: Lockout / Lock-Down / Shelter-in-Place / Evacuation.

## Responder Preparedness:

Those potentially responding to Emergencies – Campus Safety, Facilities, Health & Wellness, Residence Life and Administrators – it is key to be prepared with the following as Campus Emergency Responders:

- Know your role and Emergency Response Procedures pertaining to your function.
- Stay Calm and Professional during emergency responses – you are providing service to those who may be scared / in crises / in pain / unsure what to do – your professionalism, demeanor and knowledge are key.
- Know Emergency Evacuation Routes and Rally Points in Case of Emergency Evacuation.

## Reporting an Emergency

**Ideal Notification is to call Campus Safety by Campus Phone (2222) or cell phone at (914-395-2222) (24 hours day/7 days a week) Give the nature of the emergency and as much information as possible.**

Campus Safety strongly recommends programming you cell phone with the Campus Emergency number.

Other notification points:

**Fire Alarm device / Smoke Detector** is activated / or Staff member observes fire and smoke and utilizes a **Pull Station** – notifying YFD via Central Station monitoring and simultaneously Campus Safety.

**Panic / Duress Alarm activated** – notifying Campus Safety. Duress Alarms are located in Human Resources – Andrews Annex, Health & Wellness – Lyles House, Early Child Hood Center – Kober and Early Childhood Center Wilfred House.

- **By using blue light tower emergency telephones** found throughout campus, including elevators (see below). All College emergency phones connect directly, without dialing, to Campus Safety Communications Desk, 24 hours a day.

<b>BLUE LIGHT TOWER EMERGENCY PHONE LOCATIONS</b>
North Lot
Bates / Dining Hall Entrance
Mead Way / Morris House
Glen Washington Road / PAC
Lynd House
Marshall Field
Slonim House
Slonim Woods / Building # 8
Kober / Sports Center / Lot Entrance
Kober Lot / Upper Level Staircase
Kober Lot Lower Level Entrance

<b>ELEVATOR EMERGENCY PHONE LOCATIONS</b>
B.W.C.C. Elevator
Science Center Elevator
Bates Elevator
Rothschild Elevator
Library Elevator
Heimbold Elevator
Sports Center Elevator
45 Wrexham Elevator
Hill House Elevator East
Hill House Elevator West
Titworth Elevator

- **Report the emergency**
  1. Describe the emergency, speaking slowly and calmly.
  2. Give your name and phone number.
  3. Provide location/address and nearby landmarks.
  4. If a medical emergency, give age of patient if known.
  5. Follow dispatcher's instructions and answer all questions.
  6. Don't hang up until you are instructed to do so.
  7. Campus Safety Desk will dispatch Officers (Campus First Responders) to the scene of the emergency and call 911 (Yonkers First Responders – Police / Fire / Emergency Medical), if necessary.

## Assisting Persons with Disabilities

If you have a disability and are unable to respond to an emergency situation, call Campus Safety Desk at (914) 395-2222 and tell the dispatcher your location and what assistance you require. In an evacuation, ask persons exiting by way of the hallway or stairway to notify the Fire Department and/or 911 of your location. If you cannot evacuate, shelter in place and call 911. We ask everyone to be aware of people with disabilities in your area who might require assistance in an emergency and be prepared to render assistance, if necessary and you are able.

- **Assisting visually impaired individuals**
  - > In assisting visually impaired individuals, advise the person of the nature of the emergency and offer your arm for guidance.
  - > As you walk, inform the person where you are and of any obstacles in your path.
  - > When you reach safety, guide them to a safe location and ask if they need any further assistance. Give them your contact information in case they need assistance in the future.
- **Assisting hearing impaired individuals**
  - > Persons who are hearing impaired may not perceive an audible warning such as a fire alarm.
  - > Write a note to inform the person of the situation, the nearest evacuation route, and the assembly area.
  - > Provided the emergency is not related to a gas leak, you can also turn the light switch on and off to gain their attention.
  - > When you reach safety, guide them to a safe location and ask if they need any further assistance. Give them your contact information in case they need assistance in the future.
- **Assisting non-ambulatory persons/persons using crutches, canes or walkers.** Always consult the person as to their preferences regarding:
  - > Ways of being removed from a wheelchair.
  - > The number of people necessary for assistance.
  - > Whether to move or extend extremities when lifting.
  - > The need for a seat cushion or pad.
  - > When you reach safety, guide them to a safe location and ask if they need any further assistance. Give them your contact information in case they need assistance in the future.

## The College Crisis Management Team

The College Crisis Management Team is comprised of members of the College's senior academic and administrative staff. The College President serves as the emergency director and the leader of the team. Usually, the College President, Senior Management Team - Vice Presidents, or the AVP of Public Safety will assemble the College's Crisis Management Team; however, any member of the team may request that the full team be assembled. The responsibilities of the College Crisis Management Team include:

- Prepare and plan for campus-wide emergencies
- Assess the specific emergency and its ramifications for the campus
- Determine the scope of the campus emergency response
- Communicate with faculty, staff, students, parents, neighbors and alumni
- Conduct liaison activities with Federal, State, County and City governmental agencies
- Establish liaison with the news media to disseminate information
- Supervise clean up and restoration post emergency
- Arrange for psychological debriefing and counseling to individuals, as required
- Liaise with local hospitals

## Members of the Crisis Management Team

The members of the crisis management team noted below shall meet a minimum of once a year to update and evaluate the College's emergency response plan. Depending on the specific emergency, not all members of the crisis management team may be required. The President and the VP of Finance & Operations will determine which members of the team should be called upon given the specific emergency situation.

1. President of the College
2. Provost and Dean of the Faculty
3. Vice President of Human Resources & Organizational Development
4. Vice President for Finance & Operations
5. Vice President of Advancement & External Relations
6. Vice President of Diversity, Equity and Inclusion
7. Vice President & Dean of Students
8. Vice President for Enrollment & Dean of Admissions and Financial Aid
9. Director of Medical Services
10. Director of Counseling & Psychiatric Services
11. AVP of Residence Life & Well Being
12. AVP of Facilities and / or Director of Facilities
13. AVP of Public Safety
14. Chief Information Technology Officer
15. Dining Services Resident Director

# Crisis Management Team Member Responsibilities

## **College President**

- Declares state of emergency and declares an end to campus emergencies
- Provides overall management and implementation of the Emergency Response Plan and serves as the crisis management team leader
- Functions as the highest level of authority during an emergency
- May act as spokesperson to media and College community

## **Vice President for Finance and Operations**

- Responsible for the coordination of the College's Emergency Response Plan
- Assesses the type and magnitude of the emergency
- Initiates immediate contact with the President
- Notifies the members of the College Crisis Management Team
- Along with VP of Advancement and External Affairs and AVP of Public Safety, implements the campus emergency warning system
- Serves as liaison to the College's law firm and/or insurance companies

## **Vice President of Advancement and External Affairs**

- Leads the crisis communication team
- Facilitates circulation of information to the College community to ensure they are up to date as the crisis unfolds
- Establishes liaison with the news media for dissemination of information
- Responsible for internal messages sent to members of the College community
- Responsible for messages and emergency information posted on social media and the College website

## **Director of Medical Services**

- Identifies and prioritizes health concerns and needs and requests appropriate resources from the College Crisis Management Team
- Plans for, provides, and supervises the College's medical services
- Advises the College Crisis Management Team on health protection measures

## **Director of Counseling and Psychological Services**

- Plans for, provides, and supervises the College's counseling and psychological services
- Accesses support services for victims and affected individuals
- Coordinates and oversees any necessary student/staff/faculty debriefing after event in coordination if appropriate with Human Resources VP

## **Vice President & Dean of Students**

- Coordinates all matters relating to undergraduate student activities
- Coordinates relocation of undergraduate students in alternate housing
- Provides undergraduate housing and student data
- Supervises the team of campus resident advisers during the emergency
- Advises faculty members about situations involving undergraduate students
- Coordinates housing for undergraduate students that cannot get home
- Provides information and communication to students and their families in coordination with the Vice President of Advancement and External Affairs



**AVP of Public Safety**

- Serves as liaison with community emergency services such as police, fire, and ambulance
- Maintains campus safety operations
- Updates Crisis Management Team with regular status reports
- Takes immediate action to protect life and property
- Provides traffic control, access control, perimeter and internal security patrols as required
- Provides or coordinates transportation services
- Collects, inventories, and secures personal property left at the emergency site and returns such property to the rightful owners
- Provides vehicles, equipment, and operators for movement of personnel and supplies
- Obtains the assistance of utility companies for emergency operations, as required
- Maintains an inventory of building conditions including power, door locks, food and water supplies, and life-safety systems

**Vice President of Human Resources & Organizational Development**

- Coordinates housing for faculty and staff that cannot get home
- Coordinates reporting of employee personal injuries with insurance companies
- In consultation with the College President, notifies the family of injured staff
- Provides staff data during crisis, as needed
- Coordinates staff replacements

**AVP of Facilities and or Director of Facilities**

- Provides equipment and personnel to perform shutdown procedures, hazardous area control, damage assessment, debris clearance, emergency repairs, and equipment protection
- Surveys habitable space and assists with relocating essential services and functions
- Establishes liaison with vendors and outside contractors to secure equipment, supplies, and materials needed
- Maintains and provides information on building infrastructure and construction descriptions
- Coordinates all damage surveys and securing of utilities, buildings, or areas
- Directs services, restorations, and clean-up operations
- Manages Card Key Door Access.

**Provost and Dean of the Faculty**

- Manages communications with faculty
- Makes decisions regarding canceling classes post emergencies
- In consultation with the College President, notifies the family of injured faculty
- Provides faculty data during crisis as needed
- Coordinates faculty replacements
- Coordinates all matters relating to graduate student activities
- Advises faculty members about situations involving graduate students
- Provides information and communication to students, if necessary

**Chief Information Technology Officer**

- Assures the integrity of the telecommunications infrastructure and data systems
- Implements the data disaster recovery plan
- Provides evaluation and assessment of communications and data retrieval capabilities

## Definitions of an Emergency

### **MINOR EMERGENCY:**

- An incident does not seriously affect the overall functional capacity of the College and is readily contained.
- Often, minor emergencies are handled directly by Campus Safety and Facilities.

### **MAJOR EMERGENCY:**

- An incident has or may occur that affects an entire building or buildings and will disrupt the overall operations of the College.
- Major emergencies usually require implementation of the Emergency Response Plan.
- Outside emergency services such as Yonkers Police, Yonkers Fire, and Emergency Medical Services – Empress, and Con Edison will likely be required, as well as additional resources from Campus Facilities / Operations and/or outside contractors.

### **DISASTER:**

- An event that has occurred that has seriously impaired or halted College operations.
- Disasters require implementation of the Emergency Response Plan.
- Mass personnel casualties and/or severe property damage may be sustained.
- A coordinated effort of all campus-wide resources is required to effectively mitigate the emergency.
- Outside emergency services will be essential.
- In all cases of disaster, an emergency command center, occupied by the Crisis Management Team, will be activated, and the appropriate support and operational plans will be executed.



## Four Phases of Emergency Management

- **Mitigation/Prevention**  
These activities are intended to reduce and eliminate hazards and vulnerabilities leading to emergency situations.
- **Preparedness**  
Preparedness activities will be conducted to develop emergency response capabilities. Anticipating what can go wrong, determining effective responses, and preparing resources are critical steps to respond to the unexpected.
- **Response**  
Response operations aim to resolve an emergency situation quickly, while minimizing physical harm to community members and damage to property.
- **Recovery**  
Short-term recovery operations seek to restore vital services and provide for the basic needs of the community. Long-term recovery operations focus on restoring normal operations.

## Emergency Notification to the College Community

The College requests that all members of the Sarah Lawrence College community notify the Sarah Lawrence Campus Safety Department immediately at (914) 395-2222 of any situation or incident on/adjacent to campus that involves an emergency or danger that may pose a threat to the health and safety of students and/or employees on campus. Members of the College Campus Safety Department will respond to assess the threat and summon the necessary resources to mitigate, investigate, and/or document the situation. The Campus Safety Department will notify the campus community, or the appropriate segments of the community, using various systems implemented to provide timely emergency information, such as global e-mails or Emergency Notification System - RAVE.

Time permitting, the AVP of Campus Safety, the Vice President for Finance and Operations, and the Vice President of Advancement and External Relations jointly will initiate the notification process and determine the content of the notification(s) to be sent. However, in situations in which time is of the essence, any of the following can individually initiate the notification process and determine the content of the notification:

- The Associate Directors of Campus Safety
- The AVP of Campus Safety
- The Vice President for Finance and Operations
- The Vice President of Advancement and External Relations

### **Rave Safety Alert System**

Sarah Lawrence College utilizes Rave Safety as its emergency notification system. All students, faculty, and staff are automatically placed into the system and do not need to manually input their data.

Visitors/guests/vendors/summer conference participants can temporarily join the system by sending a text message as noted below. Temporary alerts will continue to be sent for 90 days, and users can remove themselves from the system as noted below. If you know someone who will be visiting the campus and they would like to temporarily receive emergency text messages from the College, please give them the instructions below:

### ***To temporarily join the College's Emergency Notification System***

*Text to: 67283*

*Text Message: Enter **SLCALERT** (one word, not case sensitive)*

### ***To be removed from the College's Temporary Emergency Notification System***

*Text to: 67283*

*Text Message: Enter **STOP** (not case sensitive)*

Please email SLC Campus Safety [campussafety@sarahlawrence.edu](mailto:campussafety@sarahlawrence.edu) if any of the following apply to you:

1. You want to opt out of the system.
2. You are presently not in the system but would like to join.
3. You would like to change any of your data in the system.

### Examples of Initial Communications for Immediate or Ongoing Threat

1. **The AVP of Campus Safety** or their designee will decide whether the crisis is an immediate or ongoing threat to the College community.
2. All immediate and ongoing threats will warrant an emergency communication to the College community.
3. Depending on the level and specific nature of the threat, the AVP of Campus Safety or their designee and if possible in consultation with Vice President of Operations & Finance or other Senior Manager will determine what emergency actions members of the campus community will be instructed to take:
  - **Lockdown** (Armed person is a threat to the College community)
  - **Lockout/modified lockdown** (Unarmed person or animal is a threat to the College community)
  - **Shelter-in-place** (Weather and environmental issues)
  - **Evacuation** (Fire, bomb threats and environmental issues)
4. Although situations often require varying language, specific phrases shall be used to indicate actions to be taken (see examples below):
  - **Lockdown text message:** Active Threat on Sarah Lawrence campus, go into lockdown now, hide or escape if necessary, check email.
  - **Lockout text message:** Suspicious person under heightened circumstances on Sarah Lawrence campus, stay indoors, lock door, continue your activities, check email.
  - **Shelter-in-place:** Due to weather conditions, stay indoors and away from windows, check email.
  - **Evacuate:** Sarah Lawrence College is evacuating campus due to fire, check email, or a specific threat to a part of Campus requiring evacuation.

## Lockdown, Lockout, Shelter in Place, and Evacuation

**Lockdown:** Person with a weapon is causing or attempting to cause deadly harm to individuals.

- People not in building/vicinity of active shooter, hide indoors.
- People in building/vicinity of active shooter, escape from the area.
- All activities inside and outside cease.
- Building windows and doors are locked.

**Lockout (Modified Lockdowns):** Unarmed person/animal is a threat to members of the College community.

- Individuals go indoors.
- Building exterior doors locked.
- Lock windows.
- All activities go on as normal within the building.
- Individuals remain indoors and exercise caution if unknown individuals attempt to enter

**Shelter-in-Place:** Severe weather or other threats make going outdoors dangerous

- Individuals go indoors and make a shelter of the area until it is safe to go outside.
- Building exterior doors and windows are not locked.
- Collect any emergency supplies and a telephone to be used in case of emergency.
- Monitor the College's website, public website, TV, or radio for further information.
- Individuals remain indoors and exercise caution.

**Evacuations:** Most commonly as a result of bomb threats, fires, or environmental emergencies

- Individuals follow instructions from emergency personnel to evacuate a building or area.
- If necessary or if directed to do so by emergency personnel, activate the building alarm (pull station).
- Do not use elevators during an emergency evacuation. Emergency personnel may use an elevator for evacuation after assessing the circumstances.
- Walk quickly to the nearest marked exit and ask others to do the same.
- Once outside, move clear of the building to allow others to exit.
- Do not return to an evacuated building until advised by emergency personnel.

## Food Drop-offs during Extended Shelter-in-Place Instances

If College community members are in a shelter-in-place situation for an extended period of time, and it is safe to do so, Campus Safety personnel will work with the College's food service vendor to drop off food at specific key locations on campus. These food drops will be coordinated with Residence Life staff to ensure the food gets distributed to all people within the building. Resident advisors will be responsible for the actual food distribution.

Zone 1 Buildings	Drop Location	Occupants	Access Method
OSilas	Lounge	35	Key Card
Titsworth	Living Room	40	Key Card
Dudley Lawrence	Kitchen	45	Key Card
MacCracken	Meeting Room	67	Key Card
Rothschild	Rothschild Classroom	30	Key
Garrison	Kitchen	71	Key Card
Taylor	Kitchen	74	Key Card
Westlands	2 <sup>nd</sup> Floor Landing	24	Key Card
Zone 2 Buildings	Drop Location	Occupants	
Hill House	RA Conference Room	392	Key Card
Zone 2 Buildings	Drop Location	Occupants	Access Method
Andrews Court	Building 1-12	96	Key
Tweed	Kitchen	14	Key Card
Andrews House	2 <sup>nd</sup> Floor Kitchen	16	Key Card
Andrews East	Living Room 2 <sup>nd</sup> Floor	10	Key
Zone 3 Buildings	Drop Location	Occupants	Access Method
Kober	3 <sup>rd</sup> Floor Kitchen	8	Key
Curtis	First Floor	8	Key
Slonim Woods	Building 1-11	92	Key
Slonim House	Common Room	8	Key
Lynd House	Kitchen	14	Key Card

Lynd Annex	Kitchen	6	Key
<b>Zone 4 Buildings</b>	<b>Drop Location</b>	<b>Occupants</b>	<b>Access Method</b>
Morris	Kitchen	12	Key Card
Schmidt	Kitchen	8	Key
Brebner	Kitchen	12	Key
Warren Green	Kitchen	12	Key Card
Mansell	Kitchen	12	Key Card
Perkins	Kitchen	12	Key

## Responses to Emergency Situations: Weather Related Emergencies

For all weather-related situations please monitor College text alerts, voicemails, and website, as well as local radio and television for weather reports and emergency information.

### **SITUATION: Winter Storm**

#### **Before storm:**

- To facilitate campus snow removal, move your vehicle to Kober Lot prior to the storm.
- Prior to leaving your residence, please be aware that the campus and Bronxville shuttles will only continue to run as long as it is safe to do so.

#### **During the storm:**

- If you must go outside, stay away from any downed trees and power lines.
- Avoid overexertion when shoveling snow.
- Protect your lungs from extremely cold air by covering your mouth when outdoors.
- Change wet clothing frequently to prevent a loss of body heat.
- Watch for signs of frostbite such as the loss of feeling and white or pale appearance in extremities such as fingers, toes, ear lobes, and the tip of the nose. If symptoms are detected, get medical help immediately.
- Watch for signs of hypothermia such as uncontrollable shivering, memory loss, disorientation, incoherence, slurred speech, drowsiness, and apparent exhaustion. If symptoms are detected, get medical help immediately.

**SITUATION: Thunderstorm and Lightning**

- Postpone outdoor activities
- Get inside a home, building, or hard-top automobile.
- Remember, rubber-soled shoes and tires do NOT provide protection from lightning.
- Secure outside doors and outdoor objects that could blow away or cause damage.
- Avoid showering or bathing as bathroom fixtures can conduct electricity.
- Unplug appliances and other electrical items such as computers and turn off air conditioners, as power surges from lightning can cause serious damage.
- Avoid natural lightning rods such as a tall, isolated tree in an open area, or isolated sheds or other small structures in open areas.

**SITUATION: Hurricane**

- Avoid using the phone, except for serious emergencies.
- Ensure a supply of water for sanitary purposes such as cleaning and flushing toilets. Fill the bathtub and other large containers with water.
- Stay indoors and away from windows and glass doors.
- Close all interior doors and secure external doors.
- Keep curtains and blinds closed. Do not be fooled if there is a lull; it could be the eye of the storm and winds may pick up again.
- In the case of heavy winds, take refuge in a small interior room, closet, or hallway on the lowest level or lie on the floor under a table or sturdy object.

**SITUATION: Tornado**

- **If you are under a tornado WARNING, seek shelter immediately!**
- Go to the basement or the lowest building level.
- Stay away from interior corners, windows, doors, and outside walls.
- Put as many walls as possible between you and the outside.
- Take refuge in a small interior room, closet, or hallway on the lowest level or lie on the floor under a table or sturdy object and use your arms to protect your head and neck.
- Do not open windows.



# Responses to Emergency Situations:

## Active Threat

An Active Threat is an individual actively engaged in killing or attempting to kill people, usually with firearms, in a confined and populated area. Victims are often random, although a specific person or group may be targeted. Active Threat situations are unpredictable and evolve quickly. Because active threat situations are often over within 10 to 15 minutes, sometimes before law enforcement arrives on the scene, individuals should be prepared, both mentally and physically, to deal with an active threat situation. You will be notified through our emergency notification system to go into lockdown with information on hand about the threat. Remember that students and campus visitors are likely to follow the lead of faculty and staff during an active situation.

### ***SITUATION: The Active Threat is NOT in your building/vicinity***

- **Take shelter in a secure location and stay put**
- Lock yourself in classrooms, residence rooms, and offices.
- Stay low, away from windows and barricade doors if possible with heavy furniture.
- Cover any windows or openings with a direct line of sight into the hallway.
- Shut the blinds or pull the shades down to cover windows or openings.
- Turn off the lights and try to give the impression that the room is empty.
- Silence cell phones and do not make any noise.
- Students and staff should not attempt to leave the building until told to do so by Campus c Safety or Police Officers. **The exception to this is when a person believes that they are in more danger by staying in the building than in attempting to escape.**
- Do not sound the fire alarm to evacuate the building. People may be placed in harm's way when they are attempting to evacuate the building.
- If a fire alarm does go off during a lockdown, do not evacuate unless you smell smoke.
- Be aware of alternate exits if it becomes necessary to flee.
- If you are outside of a building when a lockdown is announced, and if it is safe to do so, run into the nearest building and follow the above lockdown instructions. If it is not safe to run into a building, hide behind a large heavy object such as a vehicle or tree.

### ***SITUATION: Active Shooter is IN Your Building/Vicinity: Flee if possible***

- **ESCAPE if there is an accessible escape path and attempt to evacuate the building/area**
- Have an escape route and plan in mind.
- Evacuate regardless of whether others agree to follow.
- Leave your belongings behind.
- Help others evacuate, if possible.
- Keep your hands visible.
- Follow the instructions of any police officers.
- Do not attempt to move wounded people.
- Call 911 when you are safe.

**HIDE OUT**, if escape is not possible and find a hiding place where the active shooter is less likely to find you. An ideal hiding place will:

- Stay out of the active shooter's view.
- Provide protection if shots are fired in your direction, such as an office or classroom with a closed and locked door. Blockade the door with heavy furniture.
- Avoid trapping yourself in a space that restricts your options for movement.
- Silence cell phones and do not make any noise.
- Hide behind large items (e.g., cabinets, desks).
- Remain quiet and calm.

**INFORM**, if possible by dialing 911 and Campus Safety at (914) 395-2222 to alert police to the active shooter's location by providing the following information:

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

**TAKE ACTION** as a last resort, and only when your life is in imminent danger by attempting to disrupt and/or incapacitate the active shooter by:

- Acting as aggressively as possible against them and commit to your actions
- Throwing items and improvising weapons and yelling

***WHAT TO EXPECT WHEN LAW ENFORCEMENT ARRIVES:***

- Officers usually arrive in teams.
- Officers may wear regular patrol uniforms or external bulletproof vests, Kevlar helmets, and other tactical equipment.
- Officers may be armed with rifles, shotguns, handguns.
- Officers may use pepper spray or tear gas or flash grenades to control the situation.
- Officers may shout commands and may push individuals to the ground for their safety.
- The first officers to arrive will not stop to help injured persons.
- Rescue teams of additional officers and emergency medical personnel will follow.
- These rescue teams will treat and remove any injured persons. They may also call upon able-bodied individuals to assist in removing the wounded from the premises.
- Once you have reached a safe location or an assembly point, you will likely be held in that area by law enforcement until the situation is under control.
- Do not leave until law enforcement authorities have instructed you to do so.

***HOW TO REACT WHEN LAW ENFORCEMENT ARRIVES:***

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

## Responses to Emergency Situations:

### State of Emergency: Natural Disaster or Biological, Chemical, Nuclear Disasters, or Attack

In the case of a State of Emergency, Sarah Lawrence College will follow the directions given by city, state and federal authorities to shelter-in-place or evacuate. A state of emergency, such as big fires, large hazardous materials released or a threat of explosion, requires evacuation of certain regions or the entire campus. To minimize the time required to evacuate and manage traffic congestion, a phased evacuation may be ordered, if practical, with the areas closest to the danger area evacuated first.

#### **SITUATION: State of Emergency to Shelter-in-Place**

- If the authorities direct the College community to shelter-in-place, Campus Safety personnel will usher faculty, staff, students, visitors, into one of the five designated assembly/shelter areas listed below. If there is not enough time to usher people into designated shelter areas, community members will be asked to shelter-in-place wherever they may be at the time of the notification.
- The College website and campus-wide voice mail/text/email will be used as a means of communication to direct people to one of the shelter/assembly areas.
- Campus Designated Shelter Areas

Division 1	Inner Campus, Wetlands, Bates, Science, Sheffield, North Building, PAC and Mead Way Houses to <b>go to PAC.</b>
Division 2	Andrews House, Andrews Annex, Andrews East, Andrews Courts, Lyles, Siegel Center (Pub), , Wilfred, Library to <b>go to BWCC.</b>
Division 3	Lynd House, Lynd Annex, Lynd Offices, Tweed, Marshall Field, Carriage House, Morris, President's House, and Marshall Field to <b>go to Heimbold.</b>
Division 4	45 Wrexham, Slonim House, Slonim Woods, Kober, Curtis, Campbell Sports Center, and ECC to <b>go to the Campbell Sports Center.</b>
Division 5	(Hill House) to <b>stay in Hill House</b>

- Once the five assembly/shelter areas are filled, the HVAC system will be turned off and the dampers will be closed. At least one member of the Crisis Management team will be assigned to each of the five assembly/shelter areas to assume leadership of the site. No one will leave the shelter areas until the State of Emergency has been lifted.

**SITUATION: State of Emergency to Evacuate**

- Follow directions from Public Safety and official personnel who will inform you of the designated route to follow to your evacuation point.
- Persons with cars will be advised to use their own vehicles and to provide rides to anyone without a vehicle.
- Campus transportation resources will be allocated first to children and individuals with disabilities. Depending on where you are on campus, get to one of the closest evacuation points listed below.
- At the evacuation point, emergency personnel will be present providing directions to take and the path to follow.

**Main Evacuation Points around Campus:**

- Glen Washington Rd in front of PAC / BWCC
- Kimball Ave. in front of Hiembold Driveway & Presidents Driveway
- Wilgarth Road in front Campbell Sports Center
- Wrexham Road in front of rear parking entrance to Hill house

## Responses to Emergency Situations: Evacuating Due to Fire

### **SITUATION: Major fire (large fires that do not appear controllable)**

- Immediately activate the building's fire alarm system.
- If time permits, call (914)395-2222 to report the exact location of the fire, very least pull a fire alarm pull station.
- If a minor fire, promptly direct the discharge of the fire extinguisher toward the base of the flame.
- Evacuate all rooms, closing all doors and windows (if time permits) to confine and reduce oxygen available to it.
- Do not lock doors.

### **Precautions in Evacuating Due to Fire**

- When the building alarm is sounded, always assume that an emergency exists.
- Touch closed doors; do not open them if they are hot.
- If the door is cool, brace yourself behind the door and open it slowly to prevent the door from being blown open due to the pressure created by a fire.
- Walk quickly to the nearest exit and alert others to do the same.
- Do not use the elevators.
- Smoke is a danger in a fire; stay near the floor where the air will be less toxic.
- Once outside, move to a clear area at least 500 feet away from the affected building. Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and crews.
- Do not return to an evacuated building unless told to do so by a College official.

### **If trapped in a Building during a Fire**

- If window is available, place an article of clothing (shirt, coat, etc.) outside the window as a marker for rescue crews.
- Place a wet cloth at the base of doors to keep smoke from entering.
- Shout at regular intervals to alert emergency crews of your location.
- Dampen a cloth with water, place it over your nose, and breathe lightly through it.
- If your clothing catches fire, stop, drop, and roll to help smother the fire.

# Responses to Emergency Situations:

## Bomb Threat

All bomb threats are taken seriously and are thoroughly investigated. Bomb threats are considered suspect until all avenues of investigation have been explored.

### **SITUATION: Suspicious Package or Object**

- **Do not handle or touch the object.** It may be a bomb or contain explosive material.
- Move to a safe area (far from the object).
- Call the Department of Campus Safety immediately at 914-395-2222.
- Do not operate any electronic devices, radios, or light (power) switches near the suspected device.

**SITUATION: Verbal Threat:** If you receive a bomb threat, remain calm and try to obtain as much information as possible from the caller and try to determine the following:

- The location of the device
- The time, if any, the device is scheduled to go off
- The appearance or type of container used for the device
- The name of the caller or organization taking responsibility
- The reason for placing the device
- The size of the bomb
- The type of explosive used in the device
- Any additional information that might be available

The person receiving the call should note the following:

- Male or female voice
- Time of call
- Mood of caller (excited, nervous, calm, despondent)
- Approximate age of the caller
- Background noises that may be present at the location of the caller
- Any other peculiarities that may be helpful in identifying the source of the call or its purpose

### **ACTIONS TO TAKE:**

- Do not use elevators to evacuate a building.
- Move well away from the building and follow the instructions of emergency personnel at the scene.
- If there is an explosion:
  - Immediately take cover under sturdy furniture.
  - Stay away from the windows.
  - Do not light matches.
  - Move well away from the site of the explosion to a safe location.
  - Do not use elevators to evacuate a building.

## Responses to Emergency Situations: Chemical Spills

### **SITUATION:** A potentially toxic or dangerous chemical is spilled

- Whenever you spill a chemical, or discover a spill or release, immediately tell your supervisor and coworkers in the area.
- When a spill occurs, you and others should move well away from the area while determining the appropriate response. The appropriate response depends on whether the spill is a simple spill, which you can clean up yourself, or a complex spill, which requires outside assistance.
  - > Simple spills do not spread rapidly, do not endanger people or property except by direct contact and do not endanger the environment. The department of Campus Safety should be informed immediately of a simple spill at (914) 395-2222.
  - > Complex spills are any spills that may spread rapidly, may endanger people or property and may endanger the environment.
- A complex spill should be immediately reported to the Campus Safety, (914) 395-2222. When reporting, be specific about the nature of the material involved and the exact location. A senior member of the Campus Safety team and or Chemical Hygiene Officer will be contacted immediately. Any nonessential personnel will vacate the affected area at once and the area will be sealed off.
- Anyone who may have been contaminated by a spill should, if necessary and prudent, be immediately put under an emergency shower and their contaminated clothes should be removed as the flow of water begins. The affected area of the skin should be washed for 15 minutes. EMS will be called, and medical treatment will begin as soon as possible.
- If an emergency exists, activate the building fire alarm so the building could be evacuated.
- Once outside, move to a clear area at least 500 feet away from the affected building(s). Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and crews.
- Do not return to an evacuated building unless told to do so by a College official.

### **Emergency Eyewash Stations / Emergency Shower Stations and Emergency Fire Blanket Locations:**

#### *Science Center Eye wash stations/Emergency shower station*

- *Lab 202 emergency drenching station*
- *Lab 204 eye wash station*
- *Lab 205 eye wash station*
- *Lab 304 emergency shower*
- *Lab 304 eye wash station*
- *Lab 304(A) eye wash station*
- *Lab 305 emergency shower*
- *Lab 305 eye wash station*
- *Lab 306 eye wash station*

#### *Heimbold Eye wash stations/Emergency shower station*

- *Studio 100(C) emergency shower*
- *Studio 100 (B) eye wash station*



- *Studio 100 (C) eye wash station*
- *Studio 100 (E) eye wash station*
- *Studio 100 (G) eye wash station*
- *Studio 106 eye wash station*
- *Studio 108 eye wash station*
- *Studio 110 eye wash station*
- *Studio 110(D) eye wash station*
- *Studio 117 eye wash station*
- *Studio 118 eye wash station*
- *Studio 119 eye wash station*
- *Loading Dock by Studio 119 emergency shower*
- *Loading dock by Studio 119 eye wash station*
- *Studio 122 eye wash station*
- *Studio 206(A) eye wash station*
- *Studio 300 eye wash station*
- *Studio 305 Upper level paint room eye wash station*

*Fire blanket Science center*

- *Lab 304*
- *Lab 305*
- *Lab 304*
- *Lab 305*
- *Lab 306*
- *Lab 205*
- *Lab 204*
- *Lab 202*

*Fire blanket Heimbold*

- *Welding Room 122*

# Responses to Emergency Situations:

## Medical Emergencies

### **SITUATION: Life Threatening Emergency**

- Campus Safety will always request call the Campus Safety emergency number, at (914) 395-2222 , for medical emergency or any emergency, you will get an immediate response and Campus Safety will help City First Responders get to the scene quicker by navigating to the scene.

#### **If person is unconscious/not breathing:**

- When making the calls, give your name.
- Describe the nature and severity of the medical problem.
- Give the campus location of the victim.
- Try to answer all of the questions the operator asks.
- Do not move the victim.
- Look for emergency medical ID's such as bracelets on injured persons and try to keep the victim as comfortable as possible until emergency personnel arrive.
- Ask a bystander to go to the lobby or building entrance and direct emergency responders to your location.
- If person is not responsive and not breathing, start CPR immediately until Campus Public Safety or EMS arrives with an AED (Automated External Defibrillator).
- Retrieve an AED or send someone to retrieve an AED.
- Any trained CPR/AED First Responder should begin the AED treatment procedure if you are close to an AED location until EMS or Campus Public Safety arrives.

#### **AED Locations on Campus:**

- 123 Boulder – Wilford ECC
- Campbell Sports Center (Lobby near stairs)
- Campbell Sports Center – Trainers Room – for games & practice
- Campbell Sports Center - Trainers Room – for games & practice
- Bates First Floor Dining Hall Entrance
- Health & Wellness Center (inside Lyles House)
- Library (behind the front desk, on the wall of the office area)
- 45 Wrexham Lobby
- Hill House Lobby
- BWCC -1<sup>st</sup> Floor Dining Hall
- BWCC – 2<sup>nd</sup> Floor by Bathrooms
- PAC – Reisinger Lobby
- Bessie Lobby
- Campus Safety Patrol Vehicle 2
- Campus Safety Patrol Vehicle 3
- Campus Safety Patrol Vehicle 4
- Campus Safety Patrol Vehicle 5
- Campus Safety Shuttle 33

**SITUATION: Alcohol/Drug Overdose/Poisoning**

Person exhibits any or all of the following symptoms may be suffering from alcohol, drug overdose, or poisoning:

- Unconsciousness (passed out) and can't be roused
- Slow breathing (fewer than eight breaths a minute)
- Irregular breathing (a gap of more than 10 seconds between breaths)
- Blue-tinged or pale skin
- Low body temperature
- Confusion
- Stupor
- Vomiting
- Seizures

If an affected individual is observed:

- Immediately contact Campus Safety at 914-395-2222 and 911.
- Never assume that a person will "sleep it off." **A person who is unconscious or can't be roused is at risk of dying.**
- Assess for a drug overdose using sternal rub. Administer Narcan if available.
- Keep in mind that even when someone is unconscious or has stopped drinking, alcohol continues to be released into the bloodstream and the level of alcohol in the body continues to rise.
- Ask a bystander to go to the lobby or building entrance and direct emergency responders to your location.
- Never leave the individual alone. Continue to try to revive them.
- While waiting for emergency responders, turn the individual on their side to avoid them from choking on vomit.

### **SITUATION: Psychiatric Medical Emergency**

When a student demonstrates significant behaviors that are impacting student's safety from self or safety of others and may include: self-destructive or suicidal behaviors/statements, erratic and out of control behaviors, appears significantly disconnected from reality, threatening behaviors or statements towards others.

1. If situation poses imminent risk/danger please contact Campus Safety
2. If situation is emergent please consult with Counseling - CAPS director
3. Continue the rest of the workflow outlined below

Whenever an individual demonstrates or reports a risk for self-destructive or suicidal behavior, immediate assistance is needed.

- If the situation poses an imminent physical danger, **call Campus Safety emergency number at (914) 395-2222.**
- Provide you name, location and telephone call back
- Explain the situation in detail to the Campus Safety Communication Desk
- Indicate if the person is armed or a threat, or believed to be under the influence of alcohol or drugs.
- Try not to leave the person unattended-but only if you do not feel that you are in any danger – trust your instincts.
- Take all references to suicide and self-harm seriously, doing otherwise may prove deadly.
- Take all Threats seriously!
- Do your best to make the person feel safe until trained personnel arrived.
- Do not invade their personnel space.
- Try to be empathetic.
- Keep your own Safety in mind.

### **SITUATION: Death on Campus**

In the unfortunate event of a death on campus, the following actions will be taken:

- 911 is called.
- Campus Safety takes immediate actions to restrict access to the room where the deceased is located to preserve any evidence.
- Any pertinent information known about the victim should be given to responding authorities. (Release of information within federal confidentiality guidelines).
- Notifications will be made to:
  - > President's Office
  - > Provost and Dean of the Faculty
  - > Vice President & Dean of Student Life
  - > Vice President of Advancement and External Affairs
  - > Vice President for Finance & Operations
  - > Vice President of Human Resources
- Contact with the family will be made only after the authorities have made official death notification. Contact with the family will be made by the President of the College or their designee.
- The President's Office sends a community notification.

- A staff member within the College is designated as the liaison with the family. They will assist the family with the following:
  - > Making arrangements for overnight stays
  - > Making arrangements to remove belongings from rooms and offices
  - > Removing the deceased person's name from campus mailing databases so the family does not receive unsolicited mail
  - > Possible memorial service at the College
- The College will provide access to counseling services for all persons affected by the death.

## Responses to Emergency Situations: Utility/Power Failures

### **SITUATION: Power Failure**

- Report any power failure immediately to the Department of Campus Safety at 914-395-2222, Campus Safety will immediately make notifications to Campus Facilities, Campus Operations and Information Technology Department.
- In a minor power outage – generally will be corrected by Campus Facilities and or Con Edison, longer power outage affecting a part of the campus or all of the campus – a RAVE Alert will be sent out to email / text and voice with an update, coinciding with information on the Campus Website.
- Back-up emergency power should make it possible to use the College telephones for a limited amount of time. Otherwise, use your cell phone.
- If you are safe, remain where you are until the extent of the problem is determined.
- Keep a flashlight available in your office or dorm room at all times. Never use candles during a power failure.
- During daytime hours you can try to add natural lighting by raising blinds and opening draperies.
- Faculty holding classes should remain where they are until notified otherwise.
- Never use an elevator during a power failure or possible power failure. If you become trapped in an elevator though during a power outage, use the emergency phone in the elevator to contact the Campus Safety Department. Wait for assistance. Do not panic.

### **SITUATION: Gas Leak**

- Cease all operations with electronics or anything that can cause a spark.
- Do not switch on the lights or any electrical equipment as electrical arcing can trigger an explosion.
- Immediately notify Campus Safety at (914) 395-2222. Campus Safety will respond with gas detector and make immediate notifications to Campus Facilities, and if necessary 911 – Yonkers Fire Department and Con Edison. Note: Campus Safety has 4 gas detectors available for emergency use – Hill House Lobby, Slonim House, Science Center and Campus Safety Communication Center.
- Evacuate the building immediately.
- Once outside, move to a clear of the building and potential responding emergency vehicles fire Department / Con Edison).

# Responses to Emergency Situations:

## Infectious Disease Planning and Response Guidelines for Pandemic Emergency

### How the College is Preparing

The College has prepared and tested a Pandemic Emergency Plan as part of the College's Comprehensive Crisis Management Plan. This plan will guide the College during a pandemic emergency with the goal of keeping the health and safety of the community as a priority.

### Academic and Business Continuity Philosophy

These guidelines are designed to enable the institution to remain viable during an extended suspension of activity that a severe pandemic may cause. The College will suspend activities on campus as soon as it is apparent that the virus has mutated to a readily transmissible form and appears in locations that put the College community at risk for disease. Suspending operations early in the pandemic phase will provide the best opportunity for most students and employees to vacate the campus. It will also reduce the number of essential functions and personnel that will be required to maintain the business operations of the College.

Once the initial epidemic has passed, the academic year will continue as though we are on the next academic day following the suspension. This may require adjustments to various programs and operations throughout the College in order to return to the normal academic calendar.

### Planning Assumptions

Pandemics are unpredictable. While history offers useful benchmarks, there is no way to know the characteristics of a pandemic virus before it emerges. Nevertheless, we must make assumptions to facilitate planning efforts.

#### Federal planning efforts assume the following:

- Susceptibility to the pandemic virus will be universal.
- The first pandemic outbreaks will likely occur outside of the U.S. The pandemic's first impact to Sarah Lawrence will likely be to students and faculty who are traveling abroad or arriving from an area affected by the virus.
- Efficient and sustained person-to-person transmission signals an imminent pandemic.
- With some viruses, a subset of people will become infected but not develop clinically significant symptoms. Asymptomatic or minimally symptomatic individuals can transmit infection and develop immunity to subsequent infection.
- While the number of patients seeking medical care cannot be predicted with certainty, in previous pandemics about half of those who became ill sought care. With the availability of effective antiviral medications for treatment, this proportion may be higher in the next pandemic.
- Rates of serious illness, hospitalization, and deaths will depend on the virulence of the pandemic virus and differ by an order of magnitude between more and less severe scenarios. Risk groups for severe and fatal infection cannot be predicted with certainty but are likely to include infants, the elderly, pregnant women, and persons with chronic or immunosuppressive medical conditions.
- Rates of absenteeism will depend on the severity of the pandemic. In a severe pandemic, absenteeism attributable to illness, the need to care for ill family members and fear of infection, may reach 40 percent during the peak weeks of a community outbreak, with lower rates of absenteeism during the weeks before and after the peak. Certain public health measures (closing schools, quarantining household contacts of infected individuals, "snow days") are likely to increase rates of absenteeism.



- The typical incubation period (interval between infection and onset of symptoms) for influenza is approximately 2 days.
- Persons who become ill with some viruses may shed virus and could transmit infection for one-half to one day before the onset of illness. Viral shedding and the risk of transmission will be greatest during the first 2 days of illness. Children will play a major role in transmission of infection as their illness rates are likely to be higher, they shed more viruses over a longer period of time, and they demonstrate poor control over their secretions.
- On average, infected persons will transmit certain viral infections to approximately two other people.
- Multiple waves (periods during which community outbreaks occur across the country) of illness are likely to occur with each wave lasting 2 to 3 months. Historically, the largest waves have occurred in the fall and winter, but the seasonality of a pandemic cannot be predicted with certainty.

### **Planning Considerations & Essential Functions**

The College's planning will focus first and foremost on what must be done to ensure the health and safety of students, faculty, and staff; it will also consider what steps will be required to ensure continuity of the College's operations.

Each department/area of responsibility will also be required to determine their "essential function" at each stage of the pandemic in preparation for a suspension of activity and subsequent reopening. Along with determining essential functions, each department/area will be required to develop specific steps to achieve the "essential functions" that are identified at each stage.

All faculty group chairs, and administrative departments and offices will be required to maintain current contact information for all employees within their areas. Employees are encouraged to visit their profile on MySLC to ensure that all personal contact information is up-to-date and accurate.

### **Areas of Institutional Response**

#### **Crisis Management Team (CMT)**

Members of this Team are defined in the College's Emergency Response Plan.

#### **Communications**

It will be necessary to inform affected populations at various times throughout an event that will typically begin with a "trigger" event.

#### **Campus Safety & Facilities**

The safety of students and College personnel are the priority of the College. Campus Safety staff will respond to emergencies, maintain safety of the campus and secure order as needed. Facility staff will maintain the physical buildings assuring buildings are available as needed.

Campus Safety and Facilities will be the primary responsibility of:

Vice President for Finance and Operations

AVP of Campus Safety

AVP of Facilities

### **Academic Programs**

In the event of class suspensions, it will be necessary to develop plans to resume teaching activities after the pandemic period. Arrangements for international programs and accommodation for international students will be considered. Academic Programs will be the primary responsibility of:

- Provost and Dean of the Faculty
- Vice President & Dean of Student Life
- Associate Dean of the College
- Dean of Graduate & Professional Studies
- Associate Dean of International Programs

### **Administrative Functions**

Continuation of business operations with minimal disruption during a pandemic is essential. This area of institutional response will include planning for the services provided by contracted vendors including the Post Office, bookstore and food services. Administrative functions will be the primary responsibility of each department:

- Finance & Operations
- Human Resources
- Advancement and External Communication
- Admissions
- Financial Aid

### **Planning Stages**

This planning guideline has developed two stages that correspond to the World Health Organization (WHO) pandemic phases. These stages are based on certain “trigger events” that would develop during the course of a pandemic incident. Plans made at each step are designed to address needs at the subsequent stage. Due to the possibility that a virus may spread quickly, the transition from one stage to the next may take only weeks, days or even hours.

### **Timeline**

The Crisis Management Team, with guidance and information provided by the Director of Health & Wellness, local, state and national health departments and authorities, will notify the campus community of the pandemic stage upon which the College is functioning. When the College moves from Stage 1 to Stage 2, the campus community will again be notified. Instructions and guidance for all community members will be provided in both stages. The Crisis Management Team will convene to determine a schedule of meetings to ensure the health and safety of the campus community.

### **Stage 1 Pre-event Assessment and Planning**

The trigger event for this stage will be the diagnosis of a patient in North America, with a specific virus of concern. Sarah Lawrence College will operate normally during this stage. The College will prepare for the specific actions to take at future stages.

All populations will be advised to have evacuation and contingency plans available in the event Stage 2 is activated. Preparations and consideration are given to implement social distancing measures (see appendix). Campus community education will include information on viral transmission and requests for self-reporting when one has traveled to areas of the world affected by the disease and/or when one has exposure to others who are at risk of disease. International travel advisories begin with the consideration that International Programs may be affected.

## Stage 2 Classes/Activities Suspended AND Essential Functions Preserved

The trigger event for this stage will be the existence of large clusters of a specific virus of concern that is beginning to spread. A pandemic is determined to be imminent. Public health authorities urge social distancing.

At this stage the College's President will issue a statement suspending College activities based on a specific timeline that will enable most populations to vacate the campus.

All facilities and services will be closed. Essential personnel will be working from both on campus and off campus sites to maintain the physical plant and make preparations to resume normal business operations. The College communications network will be maintained to advise all populations of the status of the institution.

	Stage 1-Essential Functions	Stage 2- Essential Functions
<b>Assessment Team</b> A. Director Medical Service B. Director of CAPS C. VP of Advancement & External Affairs D. VP & Dean Student Life	1. Monitor situation 2. Brief Crisis Management Team (CMT) 3. Consult w/media and communications 4. Communicate w/WCDOH regarding planning and surveillance 5. Update emergency action plan w/ CMT as needed 6. Draft (w/communications dept.) internal, public information bulletins and announcements for campus community regarding status of disease spread, self-protection and College response (bulletins and announcements approved by CMT /Pres.) – this includes evacuation bulletin and general information/education bulletins 7. College will make travel recommendations, based on US State Dept. info., CDC & DOH 8. Establish protocol for dealing with individuals with symptoms i.e. use of surgical masks	1. Assessment team reviews available data and recommends shutdown of College to SLC Crisis Management Team (CMT)
<b>Campus Safety</b> A. AVP Public Safety	1. Establish process of securing buildings, protecting supplies and restricting access to campus, if school evacuation indicated 2. Establish protocol for contacting city/county law enforcement if school evacuation is indicated 3. Manage Emergency Response System	1. Advises SLC CMT to evacuate campus 2. Initiate process of securing buildings etc. 3. Initiate process of contacting city/county law enforcement regarding school evacuation and closure.
<b>Operations</b> A. AVP Finance & Operations B. AVP of Facilities C. AVP Residence Life D. Director of Dining Services D. AVP Campus Safety	1. Identify building ventilation systems (may not be indicated if quarantine and isolation is not implemented on campus) 2. Identify utilities/supplies w/ emergency contacts including food, fuel and water 3. Identify utilities that may require emergency shut off 4. Review protocol for use of respiratory surgical masks 5. Establish emergency response food menu for various degrees of need 6. Assure additional stock of certain food/water	1. Notify utilities/suppliers regarding school shutdown 2. Shut off identified utilities 3. Initiate emergency response plan regarding food menu 4. Initiate food services at Seigel Center for emergency response personnel

	7. Identify Seigel Center as center for emergency response personnel meals	
<b>President</b>	<ol style="list-style-type: none"> <li>1. Receive info from Assessment Team</li> <li>2. Review content of internal and external public information bulletins and announcements</li> <li>3. Work with communications to select appropriate College spokesperson for media reporting</li> <li>4. Review protocol for use of respiratory/surgical mask, if indicated</li> </ol>	<ol style="list-style-type: none"> <li>1. Review content of internal and external public information bulletins and announcements</li> <li>2. Provide oversight for SLCCMT</li> </ol>
<b>Communications</b> A. VP of Advancement & External Affairs B. Chief Info & Tech Officer C. AVP Campus Safety	<ol style="list-style-type: none"> <li>1. Release /issue internal and external public information bulletins and announcements.</li> <li>2. Manage Emergency Response System</li> <li>3. Work with President to select appropriate College spokesperson for media reporting.</li> <li>4. Identify all possible means of communicating with students, staff, faculty, parents, and outside contacts utilizing internet, landlines, cell phones, etc.</li> <li>5. Work with Assessment Team re: communication to campus community of disease self-protection, College response, evacuation procedure and travel recommendations</li> </ol>	<ol style="list-style-type: none"> <li>1. Release/issue internal and external public information bulletins and announcements</li> <li>2. Initiate use of Emergency Response System as needed</li> <li>3. Coordinate Press releases and manage news teams etc.</li> </ol>
<b>Student Affairs</b> A. VP & Dean of Student Life B. AVP of Residence Life	<ol style="list-style-type: none"> <li>1. Establish protocol in dealing with students who present with symptoms</li> <li>2. Establish protocol for use of respiratory surgical masks (if indicated)</li> <li>3. Assist the Assessment Team to have students self-identify if they have no place to go if evacuation occurs</li> <li>4. Develop a system for orderly closure and evacuation of residence halls</li> <li>5. Establish system to track that all students have an evacuation plan, e.g., students "sign out"-when evacuating school with a contact #/email</li> </ol>	<ol style="list-style-type: none"> <li>1. Initiate student evacuation process</li> </ol>
<b>Risk Management</b> A. VP Finance & Operations B. Director of HR C. AVP Campus Safety	<ol style="list-style-type: none"> <li>1. Identify risk exposure to which insurance can and cannot be obtained including associated financial impact</li> <li>2. Identify steps that must be taken to monitor and protect insurance coverage</li> <li>3. Benchmark risk management response and insurance coverage options with peer Colleges</li> <li>4. Identify faculty/staff traveling to/from affected areas</li> </ol>	<ol style="list-style-type: none"> <li>1. Assess actual risk/insurance claim issues</li> </ol>
<b>Health &amp; Wellness Services</b> A. Director of Medical Services B. Director of Counseling & Psychological Services C. Nurse Practitioner	<ol style="list-style-type: none"> <li>1. Confirm standard universal precautions are in place</li> <li>2. Assure sufficient # PPE is on hand</li> <li>3. Follow county and state protocol for assessment and patient testing</li> <li>4. Establish policy on transporting patients to hospitals per DOH and CDC guidelines</li> <li>5. Communicate with county/state DOH on suspected /confirmed cases of pandemic virus.</li> </ol>	<ol style="list-style-type: none"> <li>1. Communicate with county/state DOH regarding suspected cases of pandemic virus</li> <li>2. Triage all patients for travel history or symptoms</li> <li>3. Educate community to self-report if traveling to affected areas</li> </ol>

	<ol style="list-style-type: none"> <li>Post sign on door requesting patients who traveled to (or have been in contact with persons from) affected countries to self-identify or contact H&amp;WC</li> <li>Administer Flu vaccine annually to Health Care Workers</li> <li>Offer flu vaccine clinics annually to students and faculty</li> <li>Work with the WCDOH to access antiviral medication and vaccines specific to pandemic virus.</li> </ol>	
<b>Information Technology</b> A. Chief Information Technology Officer	<ol style="list-style-type: none"> <li>Assess supplemental telecommunication/computing hardware/software needs: Student Affairs, Health &amp; Wellness Services, External Relations/Communications and Human Resources</li> <li>Assess needs for webpage support/updates</li> <li>Develop plan for adding volunteers to public email addresses</li> </ol>	<ol style="list-style-type: none"> <li>Update/publish public information bulletins and announcements on SLC web site</li> <li>Manage emergency notification system</li> </ol>
<b>Study Abroad / International Programs</b> A. Provost and Dean of Faculty B. Associate Dean of the College C. Associate Dean International Programs	<ol style="list-style-type: none"> <li>Monitor students entering/leaving affected regions and develop procedure to communicate with student/families</li> <li>Develop notification system for students/staff</li> <li>Develop plan for students in study abroad programs to safely vacate countries impacted by pandemic.</li> </ol>	<ol style="list-style-type: none"> <li>Initiate notification system</li> <li>Initiate evacuation process for students in study abroad programs impacted by pandemic.</li> </ol>
<b>Graduate Studies / Professional Programs</b> A. Dean of Graduate & Professional Studies	<ol style="list-style-type: none"> <li>Monitor students entering/leaving affected regions and develop procedure to communicate with student/families</li> <li>Develop notification system for students/staff</li> </ol>	<ol style="list-style-type: none"> <li>Initiate notification system</li> </ol>

## **PAY POLICY DURING A PANDEMIC EMERGENCY AND OTHER EMERGENCY SITUATIONS**

### **Essential Employees**

In instances of suspension of operations during a designated emergency, only employees who are essential to the operation of the College will be required to work. As a general guideline, this may include some or all staff in Campus Safety, Operations, Payroll, Information Technology, International Programs, and Human Resources. This list is not all-inclusive and will be adjusted to meet the College's operational needs. Department directors will notify employees in those affected areas if they will be considered essential employees in a designated emergency.

Department supervisors have the authority and responsibility for designating staff members who are essential personnel. Volunteers may be considered on a case-by-case basis. Non-union employees who are designated as essential employees, and who are required to work either on campus or remotely during an emergency, will be paid in accordance with the College's emergency closure pay policy. Union employees will be paid in accordance with the collective bargaining agreement which governs the terms of their unit's pay structure.

### **Non-Essential Employees**

All other regularly scheduled employees of the College who will not be required to be on campus or to perform work during this period are considered non-essential employees.

### **Essential College Functions:**

On the surface, the following positions are essential for the business continuity plan at stage 2 when classes are suspended (which have previously been identified).

These positions would be represented on campus:

- Public Safety
- Facilities
- Residence Life (in the event that there are students on campus and unable to leave)
- Food Service - AVI

These functions would be essential, but may be done from off site:

- Finance
- Human Resources
- Payroll
- Information Systems
- Advancement & External Affairs
- International Programs
- Dean of Studies & Student Life
- Provost and Dean of the College

In order to work off site, the College will test and be prepared to set up home computers to access essential computer needs. The remote access will be activated only in an emergency.

For those receiving paychecks through direct deposit, the College will continue to electronically deposit their checks. For those receiving paper paychecks, payroll will run the system remotely and a member of the staff will be trained to print, stuff and mail checks to the individual's home address.

The number of "essential" people will be determined by the extent/severity/timing of the pandemic time

frame. In some cases, departments (such as Admission and College Resources) may have to come to campus periodically or possibly go to the Bronxville Post Office to pick up mail. Administrative department heads are responsible for determining such need and assigning volunteers to do so. There may be other offices that can work off site in a limited capacity which will be determined at the time of the emergency.

### **BENEFITS DURING AN EMERGENCY**

The information that follows is an overview prepared by Human Resources. In the case of a pandemic, more detailed information on impacted benefits will be available at the College's website. In the event the College makes a decision to suspend classes and operations, and there are no Human Resources' staff on campus to assist you, telephone calls will either be routed to a staff member at another location or messages will be accessed and calls returned on a daily basis.

### **Health, Vision and Dental Care Coverage**

During a pandemic health crisis, do not be concerned about continuation of your health, vision or dental benefits. Your benefits will continue regardless of the severity of the crisis, depending, of course on the carrier's availability and continuation of its business practices. During an emergency, continue to see your medical providers as you have previously done. Go directly to the emergency room or other health care provider for services if for some reason you cannot contact your provider for needed services. In certain situations, we will ask our health plans to demonstrate maximum flexibility to assure your benefits coverage.

If you have questions about your insurance coverage during a pandemic you can access telephone numbers and web links to the health and disability plans on MySLC.

### **Group Term Life Insurance Program**

If an employee has died, please contact Human Resources to learn what coverage, if any, the employee had through the College. In the event the College has suspended operations and limited staff is available to assist you, your message will be accessed from another location and your call will be returned.

### **Frequently Asked Questions**

1. *What are my leave options if I have been diagnosed with a pandemic virus?*  
An employee who has been diagnosed with a virus due to a pandemic may use sick leave for the first 5 consecutive lost workdays. They will be eligible for short-term disability coverage on the 6<sup>th</sup> calendar day. A Human Resources staff member will assist the employee with filing the appropriate papers for this benefit. This filing may have to occur retroactively after the College has resumed normal business operations.
2. *If I'm afraid of catching a pandemic virus and don't want to come to work, what are my options?*  
An employee who is healthy may request available vacation time for the period of absence from their job. An employee has a right to take paid vacation time subject to the approval of the supervisor to schedule the time at which paid leave may be taken.
3. *If it is necessary to close the College on a temporary basis, will employees be paid?*  
The College will continue to pay non-essential employees at their regular base hourly rate or salary for up to 6 months. Essential employees who work on campus or remotely will be paid as defined by the College's emergency pay policy, or by the applicable collective bargaining agreement.



**Training - Campus Safety conducts the following training to the Campus Community for Safety, awareness, prevention and preparedness:** Note: Records of all Campus Safety / Fire Safety / OSHA Training records are maintained by Campus Safety.

1. CPR / AED – Basic First Aid & Stop the bleed tourniquet training.
2. OSHA Safety Training to all Lab and Studios
3. OSHA Safety training for all employees starting 2023
4. ALICE / CRASE Active Threat Training
5. CPI – Non Violent Crises Intervention Training
6. Fire Safety Training
7. Fire Extinguisher Training
8. First Year Student Campus Safety Training
9. RA / ARLC Campus Safety Training
10. RADD – Rape Aggression Defense Training
11. Annual National Preparedness Training starting September 2023
12. Campus Safety in conjunction with Health & Wellness - NARCAN Training

**Equipment housed with Campus Safety:**

1. 50 Emergency Cots with blankets / Pillows in 2 emergency Shelter packages
2. 16 Air Mattresses
3. 24 Sleeping Bags
4. 10 Emergency Lanterns
5. Emergency Flashlights
6. Traffic Wands
7. Traffic Cones
8. Emergency Caution Tape
9. Glow sticks
10. Emergency Weather Radio
11. Emergency Medical Kits
12. 40 portable radios
13. Bear Horns
14. Gas Detectors
15. AED's

**Supplement Information:**

- College Emergency Response Guide – summary immediate action quick reference guide.
- Sarah Lawrence College Annual Security & Fire Safety Report
- Sarah Lawrence College Biennial Drug & Alcohol Prevention Program
- Campus Safety Department Policy on Emergency Notifications.
- Campus Safety Department Policy on Violent Felony Response.
- Campus Safety Department Post Orders
- Campus Safety Department Policy for Emergency response to Early Childhood Center Wilford
- Campus Safety Department Policy for Emergency response to Early Childhood Center Kober.
- Campus Chemical Hygiene Plan – Pending Spring of 2023
- Campus Chemical Inventory - Pending Spring of 2023
- Hazardous Communication Plan - Pending Spring of 2023
- Hazardous Waste Management Plan – Pending Spring of 2023
- Hot Works Plan – Pending Spring of 2023
- Working in Confined Spaces Plan – Pending Spring of 2023