



Emergency Action Plan

Emergency Action Plan

Guide for Students, Faculty, Staff and Visitors

In an emergency, call 911 then contact Campus Security as soon as possible.

To contact SJC Long Island Security:

- Call 631.687.2424.
- Press the button on any Blue Light Call Box.
- Dial 3 on any campus phone.
- If you can't talk in an emergency situation, text 917.209.3625.
- Call 917.209.3625 during a power outage.

Emergency Notifications:

RAVE is a text alert emergency notification system used for severe weather information and other emergency situations, in addition to group emails, web postings and social media.

Enroll or update your information by going to the home page of the MySJC Portal and click on "Enroll/Update Emergency Notification Information."

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SJC LONG ISLAND EMERGENCY NUMBERS:

Fire, Ambulance or Police.....911

SJC LI Security.....631.687.2424 or

Dial 3 on any campus phone **or**

Text **917.209.3625** (only if you can't talk) **or**

Call **917.209.3625** during a power outage **or**

press the button and follow instructions on any working **Blue Light Call Box**

SJC LI Physical Plant (Biohazard / Chemical Spill or Utilities)631.687.2671

SJC LI IT Help Desk (Computer or Cyber Emergency)631.687.1263

National Grid Gas Emergency.....1.800.490.0045

PSE&G Electric Emergency.....1.800.490.0075

Poison Control.....1.800.222.1222

Suicide Prevention Lifeline.....1.800.273.8255

Sexual Assault, Domestic Violence and Stalking:

NY State Police 24-hour hotline.....1.844.845.7629

SJC Title IX Coordinator D'adra Crump.....718.940.5869

SJC LI Deputy Title IX Coordinator/Dr. Rosemary Howell, vice president for student life....631.687.4594

SJC LI Deputy Title IX Coordinator Anthony Costagliola.....631.687.4513

All reports will be kept as private as legally possible, but the College may be required to take further action.

CONFIDENTIAL RESOURCES

Reports to the following confidential resources will go no further unless you request them to:

On Campus

Counseling and Wellness Center 319 W. Roe Blvd. (across from 7-Eleven).....631.687.1262

Campus Ministries, located in the student Lounge, O'Connor Hall.....**631.687.1467**

Off Campus

VIBS Rape 24 hour hotline.....631.360.3606

NYS Domestic Violence Hotline.....1.800.942.6906

A MESSAGE FROM ST. JOSEPH'S COLLEGE SECURITY

When confronted with an emergency situation, it is important to be confident in yourself to make smart decisions. These guidelines provide you with best practices, knowledge and options in times of distress. While reading through these procedures and principles, there are several important points to remember.

The first key to success is you. You must make your own safety a priority in order to help yourself and those around you.

Follow your instincts and use common sense. It is important not to panic; to react in a calm, rational manner; and be aware of your environment. There is no possible way for St. Joseph's College to know of every circumstance ahead of time, which is why we need you to think and act in your best interest and of those around you.

Work together and know there is strength in numbers. You may find certain situations daunting or nearly impossible for you to tackle alone, but help from others can provide a completely different scenario. We may not be there at the time of the incident, but as soon as emergency services are notified, help is on the way. The response time of the police department, fire department and emergency medical technicians at SJC Long Island is outstanding. If there is ever an emergency, an imminent threat to life or you witness a crime, first dial 911, and then contact campus security immediately afterward.

If you see something, say something. We can't express how important it is that you do so. SJC uses a community-based approach to security, which has served us well over the years. Never hesitate to call and never second-guess yourself. Whether you see a fire exit blocked, a suspicious person, a student in mental distress or hear an alarm or notice anything unusual, please call campus security. We approach every situation with confidentiality and professionalism.

These guidelines are designed using a multi-hazard approach, so you will be ready for any type of situation. Reading these procedures, as well as the security information on the MySJC Portal, will provide you with knowledge useful in an emergency. We are fortunate to have a campus that is safe and secure. Reading this booklet, taking a first aid course to become CPR/AED certified and watching the Ready Houston/Department of Homeland Security's "Run, Hide, Fight" video on YouTube are some of the ways to have an advantage if confronted with an emergency.

Campus security is available 24 hours a day for escorts and any questions or concerns you may have.

ACTIVE SHOOTER/HOSTILE EVENT (AS/HE) EVACUATIONS:

An active shooter or hostile event (AS/HE) is statistically very unlikely, but you should be prepared for any emergency. Watch the “Run, Hide, Fight” video produced by Ready Houston and the Department of Homeland Security by entering it in any search engine or Youtube.

- NEVER PULL THE FIRE ALARM in AS/HE situations. The sound of gunfire or a physical confrontation is very distinct and will help alert people to the danger and emergency personnel to locate the situation. A fire alarm can lull people into believing it is “just another drill” and will drown out important sound indicators.
- Immediately evacuate the campus by foot in the direction opposite of the crisis area. DO NOT get into vehicles, as vehicles in mass numbers have proven to be an ineffective means to evacuate large emergencies in a timely manner. Vehicle transportation will need to be reserved for those with significant mobility impairments, as well as keeping the roadways clear for emergency response vehicles. If you end up in a traffic jam, you are a “sitting target.”
- Fortunately, the nearest police precinct is nearby. This means response time will be very quick, and even in foul weather you should reach shelter when leaving the campus in a short amount of time. Remember to keep moving away from the danger until you reach and pass several armed emergency service personnel, and then still seek cover.

Run, Hide, Fight:

RUN When an active shooter is in your vicinity:

- Have an escape route and plan in mind (in case of fire or any threat).
- Leave your belongings behind.
- Evacuate regardless of whether others agree to follow.
- Help others escape, if possible.
- Do not attempt to move or point out wounded people.
- Prevent others from entering an area where the active shooter may be.
- Keep your hands visible.
- Call 911 when you are safe.
- If running in the outdoors or large open areas, go from cover to cover. Place buildings, large trees and vehicles between you and the danger, and avoid being out in the open for extended periods of time.

HIDE Only if evacuation is not possible, find a place to hide (shelter in place):

- Lock and blockade the door with all large and small items. Wrap belts or blind cords around door arms, handles and large furniture to keep doors closed.
- Hide behind large objects or layers of many smaller ones.
- Hide in an area out of the shooter's view.
- Turn off lights and cover windows (with emergency medical sign or anything handy).
- Silence your cell phone (including the vibrate mode) and remain quiet.
- Try not to trap yourself or restrict your movement (continue to look for an opportunity to RUN).

FIGHT Only as a last resort and only when your life is in imminent danger:

- Attempt to incapacitate the shooter.
- Act with physical aggression.
- Act in unison if possible.
- Improvise weapons: fire extinguishers, chairs, pens, pencils, rulers, scissors, staplers, keys, shoes, rolled up magazines, books, anything!
- Throw objects at the shooter's eyes as you attack.
- Commit to your actions, do not stop. Your life may depend on it.

When Approaching Law Enforcement:

- Remain calm and follow instructions
- Put down any items in your hands (i.e., bags, jackets).
- Raise hands and spread fingers, and ALWAYS keep hands visible.
- Avoid quick movements toward officers, such as holding on to them for safety.
- Avoid pointing, screaming or yelling.
- Do not stop to ask officers for help or direction when evacuating.

Information to provide to 911 operators:

- Location of the active shooter.
- Number of shooters.
- Physical description of shooter(s).
- Number and type of weapons.
- Number of potential victims at the location.

The first officers to arrive to the scene will not stop to help the injured. Rescue teams will follow the initial officers and treat or remove the injured. Know that help is on the way.

Communicated by: SJC employees and emergency personnel, Rave Emergency Text Alerts, emails, social media, the MySJC Portal and the SJC website.

OTHER VIOLENT CRIMES:

SJC is very fortunate to have an excellent safety and security record, but it is important to know that if you are ever confronted with a robbery or other violent crime, anywhere in your life; this is NOT an active shooter situation and cooperation may be the best option. You will have to decide what to do, but remember: MONEY AND VALUABLES CAN BE REPLACED...YOU CANNOT!

FIRE:

At the first sign of a fire, the sound of an alarm or if directed to leave the building, follow these procedures:

1. Take all alarms seriously, even if you think it may be a drill.
2. Leave any personal items or school equipment not on your person behind. It can be replaced; you can't.
3. Turn off any dangerous operations, ONLY IF YOU CAN DO SO SAFELY.
4. Always use the nearest safe exit.
5. Never use an elevator, unless directed to by the fire department.
6. Alert others AS YOU LEAVE, ONLY IF YOU CAN DO SO SAFELY.
7. Get down low to where the air is if you have any trouble breathing. Toxins may not be visible in the form of smoke.
8. Feel a metal part of any windowless door with the back of your hand BEFORE opening it. If it is hot, find another safe route.
9. Pull an alarm as you exit if not already sounding and call 911 once safe, even if the alarm is sounding.
10. Try to gather as a group once safely outside to avoid emergency personnel risking their lives searching for someone who is not missing.

Communicated by: Alarm sounding and strobes flashing, SJC employees and emergency personnel, possibly Rave Emergency Text Alerts and emails.

FIRE EXTINGUISHERS:

Only use if the fire is small, you are trained and your back is to the exit. Remember PASS:

P: Pull the pin.

A: Aim at the base of a small fire.

S: Squeeze the handles.

S: Sweep back and forth at the base of a small fire.

FIRE SAFETY AND PREVENTION:

If you see a fire extinguisher that has been discharged, a fire exit that is blocked, wires or cords that are not taped or covered (causing a trip hazard) or any other dangerous situation during your everyday activities, please contact security immediately.

Never use extension cords, only use grounded power strips and never make a chain, (plugging one power strip into another power strip). Surge-protected power strips are always the best choice.

Do not store anything closer than 23 inches from the ceiling. Doing so may prevent detectors and sprinklers from working properly.

Do not store flammable liquids anywhere except in certified cabinets.

If you have any questions, please contact security.

BOMB AND HOSTILE THREATS:

SJC Long Island is very fortunate to have an excellent security record, which is due in great part to the community-based approach we use. It is important to remember, "If you see something, say something."

Social Media Concerns

If you see something concerning on social media, please contact security immediately. We will be as discreet as possible and professional when dealing with it.

Bomb and Hostile Threats (Phone, Social Media or Verbal)

All threats are taken seriously. How we respond will depend on many factors.

If you receive a threat or a disturbing phone call/communication:

- Try to record the call on your mobile device, taking a screen cap or by taking notes when safely possible.
- Try to get the number on caller ID.
- Save if in a message or voice mail.
- Try to get specifics: when, where and what type.
- Contact security immediately. Try to use a hard-wired landline rather than a mobile device or radio if it is a bomb threat.

Credible, Specific or Verified Threats:

- The area(s) will be evacuated immediately.
- Security will work with the Suffolk County Police Department to search the area(s) and the entire campus.
- A building or area evacuation can easily turn into a campus evacuation.

Communicated by: SJC employees and emergency personnel. Note: building alarms, texts and emails will not be used until building/area is cleared for a bomb threat.

Threats Deemed Not Credible:

- Security will review and work with the Suffolk County Police Department to determine the credibility of any perceived threat. If not deemed credible, an evacuation will not occur.
- A thorough sweep of the area and the entire campus will occur with SJC employees.

Communicated by: Email and possibly social media, website and the MySJC Portal. Note: building alarms and emergency texts will not be used.

Weapons on campus:

No weapons are allowed on campus except for active duty law enforcement and those used for teaching purposes that security has been informed of in advance. This includes utility or other knives you may use for work or other legal reasons.

If you see a weapon on campus and there is no violence happening, do NOT confront the person or draw their attention. Contact security immediately with their location and description.

If there is violence involved, see *Active Shooter/Hostile Event* section of this booklet.

SJC Email Concerns and Issues:

Contact SJC IT Help Desk immediately if you see any unusual emails. Do not click on anything suspicious or from an unknown sender.

Communicated by: Email and possibly social media, website and MySJC Portal. Note: emergency texts will not be used.

MEDICAL EMERGENCIES:

If someone is injured or becomes ill in your presence, please follow these procedures:

1. DO NOT MOVE the injured person, unless they are in danger (in a pool, burning building, etc.).
2. If the situation is serious or life threatening, call 911 immediately.
3. Contact security as soon as possible.
4. When security arrives, let them know if 911 was notified. If not called, security will call 911 if required.
5. Security will be in charge until EMS arrives on campus.
6. DO NOT touch blood or bodily fluids without the aid of protective gloves.
7. DO NOT perform CPR unless you have been certified.

AUTOMATED EXTERNAL DEFIBRILLATOR LOCATIONS:

1. Business Technology Building, on the wall behind the security desk, level B, north entrance.
2. Callahan Library, reference section wall, left turn around the corner from the main entrance hallway.
3. Center for Wellness, on the nurse's exam room wall.
4. Clare Rose Playhouse, on the wall next to the main entrance.
5. John A. Danzi Athletic Center, on the wall behind the front desk, main entrance.
6. O'Connor Hall, outside the Office of Security, second floor student lounge, enter door 7 (by the flagpole).
7. O'Connor Hall, in the cafeteria, center pole, first floor dining room.
8. Outdoor Field Complex, clubhouse, on the wall across from the front door.
9. Inside SJC security patrol vehicles. The security officer in the vehicle can assist.

HIGH-CONSEQUENCE PATHOGENS:

The number of viruses, bacteria and toxins that can cause an epidemic or pandemic, and how each can be spread, is so vast that no one set of protocols can cover them all. If the SJC community were faced with such a scenario, the College president would gather experts from our community and, with the president's cabinet and guided by the Center for Disease Control and other federal agencies, decide on a course of action.

Communicated by: SJC employees and emergency personnel, Rave Emergency Text Alerts, emails, social media, local media outlets, the MySJC Portal and the SJC website.

DISEASE PREVENTION:

Contact security immediately if you come across any bodily fluids or potential biohazards, and keep people away from the area until someone arrives.

Visit the Center for Disease Control website [cdc.gov](https://www.cdc.gov) for helpful information about prevention.

Follow your doctor's advice and get an annual flu vaccination early, especially if you are around high-risk people, including young children older than six months; pregnant women; people with such chronic health conditions as asthma, diabetes, or heart and lung disease; people with compromised immune systems; and people 65 years and older — in addition to people who care for members of these population or who are exposed to medical situations.

Face away from people and food and cover your mouth and nose when you cough or sneeze, using a tissue or your arm crease. Throw away tissues, do not reuse them.

Disinfect your hands with soap and water or alcohol sanitizers by rubbing vigorously. Clean and disinfect surfaces and objects that may be contaminated and that are in high use areas.

In an outbreak, the Office of Physical Plant will increase cleaning to help prevent the spread of disease.

LOCKDOWNS:

Lockdowns can occur under any of the following scenarios:

- Nearby campus events (rabid or aggressive animal, a large group of people or police activity).
- A missing child from a summer camp or other activity. Buildings and parking lots will be locked down from exiting, except for emergency egress.
- Severe, sudden weather (SJC follows the NCAA lightning policies). Tornadoes are very rare on Long Island and are usually an F1 or very weak. If a tornado warning is issued, you will be directed to go to a low-lying, secure area of each building, away from windows and exterior doors until an “All-Clear” update is issued.

SJC employees will lock all exterior doors and try to prevent anyone from exiting, and non-SJC members from entering the buildings. Activity can continue, but be aware of your surroundings, monitor SJC communications, be ready to evacuate and avoid unnecessary travel in the building until an “All-Clear” is issued. **This is NOT the extreme barricading often referred to as “shelter in place” used in the Hide part of “Run, Hide, Fight.”**

Communicated by: SJC employees and emergency personnel, Rave Emergency Text Alerts, emails, social media; the MySJC Portal and the SJC website.

EVACUATIONS or CLOSINGS:

PLANNED EVACUATIONS or CLOSINGS:

Planned evacuations can happen under several situations including:

- Drills (always act as if it were a real emergency).
- Foreseen weather events such as severe snow and hurricanes: [weather.gov](https://www.weather.gov).
- Medical events/high consequence pathogens, (pandemic or epidemic): [cdc.gov](https://www.cdc.gov). See the MEDICAL section of this booklet.

Communicated by: SJC employees and emergency personnel, Rave Emergency Text Alerts, emails, social media, local media outlets, the MySJC Portal and the SJC website.

EMERGENCY EVACUATIONS:

An emergency evacuation can be done on the scale of an area/building or as a campus evacuation. Each scenario that would cause a reaction that can trigger an emergency evacuation is unique, will have different reactions and will be addressed later in the booklet in its own section. The one thing all evacuations share is to always leave by the nearest safe exit.

AREA/BUILDING EMERGENCY EVACUATIONS:

In the event of any building OTHER THAN the Danzi Athletic Center being evacuated during foul weather, enter the Danzi Athletic Center Gymnasium as a group. If the Danzi Athletic Center is evacuated during foul weather, enter the O'Connor Hall Auditorium as a group.



HELPING OTHERS DURING AREA/BUILDING EVACUATIONS:

Never use an elevator unless directed to by the fire department. Exit if it is possible. If it is not possible to exit, bring the person to the stairwell or landing farthest from the danger and call 911 with his or her location, and then call LI Security.

RESCUE CHAIRS: Used to bring people down or up stairwells and are located at:

1. O'Connor Hall, third floor, stairwell 4 by the Sage Perch.
2. O'Connor Hall, third floor, stairwell 9 by the Department of Nursing.
3. Business Technology Building, level 2, north side of hall in the alcove just before the stairs.
4. Business Technology Building, level C, southern exit hallway on the south wall.

FIRE: See FIRE section of this booklet.

Communicated by: Alarm systems, SJC employees and emergency personnel, Rave Emergency Text Alerts, emails, social media, the MySJC Portal and the SJC website.

GAS EMERGENCY: If you are confronted with a gas emergency, remember the following as you evacuate:

- Turn off the source of gas, if safely possible, as you are leaving.
- Do not use phones/radios until you are out of the danger (to limit the possibility of causing sparks).
- DO NOT pull alarms (sparks). Call 911 once out of the danger.
- Sound the alarm verbally as you leave and try to keep people from entering the area.
- Hinges are metal; don't open or close windows or doors any more than you need to escape.
- ALWAYS call 911 and SJC security when safe and out of the danger.
- A gas evacuation can easily turn into a campus evacuation.

There are many odors that may smell like gas. It is important that you report them every time, as soon as you smell them, regardless of how faint or what you think the source is. SJC security and the Office of Physical Plant will investigate and advise if evacuation is necessary. If it is a strong smell, follow the procedures above.

Communicated by: Possible gas alarm sounding and strobes flashing, SJC employees and emergency personnel. Note: building alarms, texts and emails will not be used.

ELECTRICAL EMERGENCY:

If you are involved in an electrical emergency, remember the following as you evacuate:

- Use long, insulated items (dry wood, glass, rubber or plastic) to **turn off the source** of electricity or to **knock someone off** the power source only if safely possible as you leave. Do not touch the source or a person being shocked or get close to either, as you may be shocked yourself.
- Stay out of liquids and off metal surfaces as they are conductors.
- Stay in a vehicle and don't touch the body of the vehicle until directed to by emergency services (unless the vehicle is on fire or at risk of submerging).
- Pull alarms while exiting and ALWAYS call 911 when safely out of danger, whether you hear a local alarm or not.

Communicated by: SJC employees and emergency personnel, email, yellow caution tape and signage.

ELEVATOR EMERGENCY:

- If trapped in an elevator, stay inside until rescued by emergency services or SJC security.
- Stay calm; there is plenty of breathable air in the compartment and shaft.
- Call SJC security and 911 if necessary. Use the elevator emergency phone or intercom, if available.
- Use available emergency alarm, only after you attempt to contact help (noise will hinder communications).
- You risk death or severe injury if you try to exit a malfunctioning elevator without proper help.
- Never try to enter or exit a malfunctioning elevator.
- Never use an elevator in an emergency unless directed to by the fire department.
- Never use an elevator in an active shooter/hostile event, unless you have no other option. If necessary, pull the emergency stop once you are between floors, and call 911.

Communicated by: Abrupt stops or jerking and doors not opening, car being between floors, alarm sounding, SJC employees and emergency personnel, possibly Rave Emergency Text Alerts, emails and yellow caution tape and signage.

CARBON MONOXIDE ALARMS:

If a carbon monoxide alarm goes off:

1. Evacuate the room and the surrounding areas, adjacent rooms and hallways, including the floor above.
2. Contact security immediately.
3. Carbon monoxide is not heavier than air (common misconception). It is slightly lighter than air. Get down low.

Communicated by: Alarm sounding, SJC employees and emergency personnel, possibly Rave Emergency Text Alerts and emails.

FLOODING EVACUATIONS:

If you are confronted with a water or sewage flooding emergency, remember the following as you evacuate:

- Go up and away from the source of liquids.
- Call 911 immediately and then security as soon as possible.
- Remember the electrical threat — stay out of liquids and off of metal if possible.
- Do not take an elevator in a flooding emergency.
- Try to stay on paved walkways and off grass and dirt.
- Don't try to drive through it if you don't know how deep it is.

Communicated by: SJC employees and emergency personnel, yellow caution tape and signage, possibly Rave Emergency Text Alerts, emails, social media, local media outlets, the MySJC Portal and the SJC website.

BUILDING/BLEACHER COLLAPSE:

- Call 911 immediately, and then security as soon as possible.
- DO NOT enter the debris field. This may injure those buried or put you in harm, only adding to the problem.
- DO NOT try to rescue someone unless you are specifically trained to do so.
- Provide aid to those on the edges of the collapse if you can safely do so without entering the debris field and only if the structure is stable.
- Exit the collapsed building and area to avoid additional collapses and to allow emergency personnel to work.
- Help guide emergency personnel to trapped people.

Communicated by: SJC employees and emergency personnel, possibly Rave Emergency Text Alerts, emails, social media, local media outlets, the MySJC Portal and the SJC website.

HAZARDOUS MATERIALS SPILL/RELEASE EVACUATIONS:

Neither campus houses major medical or scientific materials that pose a grave risk to the SJC community. There are some flammable, caustic materials and chemicals that are safely stored, but there is always the risk of passing vehicular traffic containing dangerous materials having a spill or release. The presence of human beings always allows for the threat of biological hazards (SEE MEDICAL section of this booklet), so the following procedures should be followed if faced with one of these hazards.

- Evacuate the area immediately.
- ALWAYS call SJC security and 911 if necessary when safely out of the danger.
- Try to keep people away from the affected areas and head up wind (so the wind passes you before the danger) and away from the source.
- Evacuate the surrounding rooms and common areas.
- DO NOT touch any materials and try not to breath in any fumes. Remember, unlike a fire or carbon monoxide emergency, many hazardous materials are heavier than air, so do not get down low as you would in a fire or carbon monoxide emergency.
- A hazardous spill evacuation can easily turn into a campus evacuation.

Communicated by: SJC employees and emergency personnel, Rave Emergency Text Alerts, emails, social media, the MySJC Portal and the SJC website.

CAMPUS EMERGENCY EVACUATIONS:

A campus emergency evacuation is necessary under certain circumstances due to the severity of the danger and risk of additional harm after the initial event. The following scenarios will trigger a campus emergency evacuation:

- Explosion (accidental or hostile)
- Aircraft impact
- Active shooter/hostile event
- Major hazardous material spill

EXPLOSION / AIRCRAFT IMPACT / MAJOR HAZARDOUS MATERIALS SPILL EVACUATIONS:

It doesn't matter if an explosion or major hazardous material spill is accidental or an intentional act. It doesn't matter if it is in a building, in a vehicle or somewhere else on campus — evacuations for explosions and major hazardous spills are the same:

- Due to the risk of secondary explosions, evacuate the building or area and continue to evacuate the campus, heading away from the explosion or crash. For hazardous spills, including fuel, head past the danger and up wind (in the direction the wind is coming from) if possible.
- Immediately evacuate the campus by foot. DO NOT get into vehicles, as vehicles in mass numbers have proven to be an ineffective means to evacuate large emergencies in a timely manner. Vehicle transportation will need to be reserved for those with significant

mobility impairments, as well as keeping the roadways clear for emergency response vehicles. If you end up in a traffic jam, you can be overcome by the danger.

- Leave the campus, but not the general area.
- Stay together as a class or group (library, fitness center, office, etc.) if possible to account for missing persons and to avoid unnecessary risk to emergency personnel.
- Seek shelter in neighborhood buildings in severe weather.
- Once safely off campus, report the people who are with you or who have left the area by calling SJC security or 911.

Communicated by: SJC employees and emergency personnel, Rave Emergency Text Alerts, emails, social media, local media outlets, the MySJC Portal and the SJC website.

Rave Emergency Text Alerts: Students can go to the Registrar/Bursar "One stop" office, N211 in O'Connor Hall, to sign up for RAVE Emergency text messaging in person.

Students and employees can also update their information by going on the home page of the MySJC Portal. Click on "Enroll/Update Emergency Notification Information" in the top/middle of the page to receive emergency text alerts.