

Barnard College Department of Public Safety



Emergency Response Protocols for Faculty & Staff

February 2015

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I. Introduction

The purpose of this document is to provide members of the Barnard Community with useful information regarding what to do in the case of emergencies that may occur on campus. These protocols are intended to safeguard human life and to preserve property in the event of fire or other emergency.

The document is organized into a series of incident specific sections, each of which sets forth specific recommendations for the particular emergencies, and can be used in conjunction with the Emergency Evacuation Plan.

The information in this document was obtained from the US Department of Homeland Security, FBI, New York State Police, NYPD, Columbia University Public Safety, as well as other open sources.

II. Fire

Be Prepared

- Know the location of the nearest fire alarm pull box.
- Know the location of at least two exits from your location.
- Count the doors or work spaces between you and the exits.
- College policy mandates total building evacuation whenever the building interior fire alarm sounds.

Immediate Actions

- Remain calm, do not panic.
- Issue a warning to other occupants, and activate the building alarm.
- Once safely out of harm's way, notify the Department of Public Safety at (212) 854-3362 or campus phone extension 4-3362; give the location and description of the fire.
- If conditions allow, provide assistance to other individuals in your immediate area. Attempt rescue efforts only if there is no immediate danger to you.
- When possible, provide assistance to persons with disabilities. Notify the Department of Public Safety if persons with disabilities are in the area and may need to be relocated.
- If the fire is small and if you have had training, use the proper type of fire extinguisher to control and extinguish the fire. (Refer to P.A.S.S. on page 6). Do this only after the evacuation has started and the Department of Public Safety has been notified (by activating the fire alarm and by calling (212) 854-3362 or campus phone extension 4-3362.
- Feel door prior to opening, if cool, crack door open to look for fire, smoke or other signs of danger.
- If the corridor is passable, stay low to the floor, travel to the nearest exit and leave the building.
- Close all doors as you leave, take your keys with you so you can return if you encounter untenable conditions.
- Use the stairs; **NEVER** use the elevator when exiting the building.
- Once outside, proceed to your department's designated gathering point at least 500 feet away from affected buildings. Stay there. Perform attendance to ensure everyone is accounted for.
- Keep streets, fire lanes, hydrant areas, and walkways clear for emergency vehicles and workers.
- Notify the Department of Public Safety or responding emergency workers of any injured or trapped persons remaining in your building.
- If requested, assist staff of the Department of Public Safety as necessary.
- Do not return to an evacuated building until given the "all clear" by Public Safety staff.

If Trapped In a Building

- Remain calm.
- Call (212) 854-3362 or campus phone extension 4-3362 for the Department of Public Safety and provide your name, phone number and location and condition preventing you from leaving. If you are unable to get through to Public Safety call 911.
- Open, **never break** a window and hang a piece of clothing outside to mark your whereabouts for responders.
- Stay at window breathing the fresh air as it enters.
- If smoke enters the window, close the window and stay close to the floor where the air is less contaminated with smoke.
- Periodically call-out loudly for help so rescue workers can locate you.
- Avoid flammable liquids, compressed gas cylinders, etc. that may be in your room.
- Close door(s) and seal cracks to prevent smoke from entering. If possible, open window at top and bottom (never break the window).

Procedures to Follow if a Person's Clothing Catches Fire

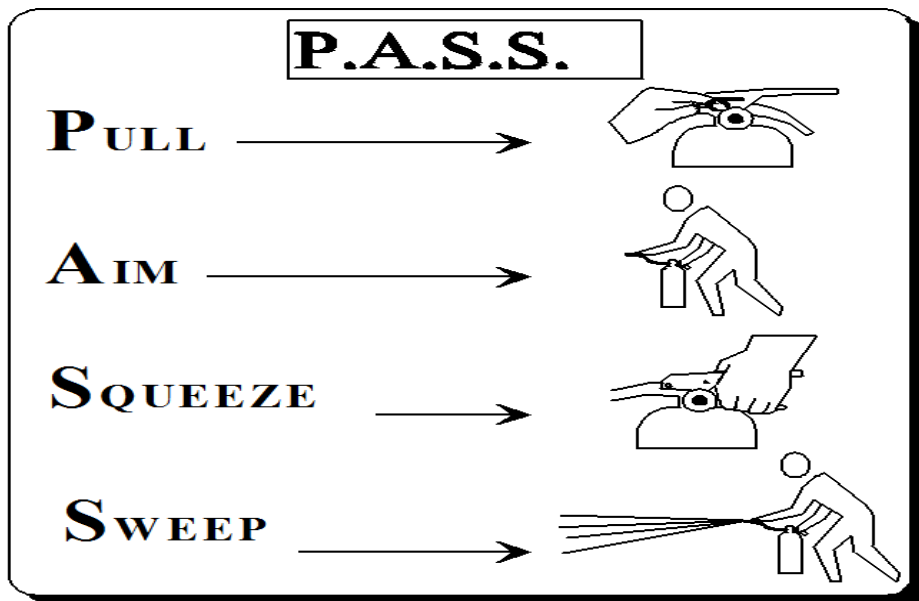
- If a person's clothing is on fire, he/she must not be allowed to run, as this will fan the flames and cause a more serious burn.
- **Remember! STOP DROP and ROLL.** Clothing fires must be extinguished immediately in order to minimize skin burns.
- If necessary, knock the person to the floor and roll them over to smother the flames.
- If available, place the person under a shower, utilize a hose, use a fire extinguisher, or wrap him/her in a blanket or whatever is available to smother the flames.
- If possible, place clean wet cloth on burned areas, wrap the person warmly to avoid shock, and secure medical assistance by immediately calling the Department of Public Safety at (212) 854-3362 or campus phone extension 4-3362.

Persons with Disabilities

- It is suggested that individuals who use wheelchairs or who have a mobility-related disability prepare for an emergency ahead of time by instructing coworkers or fellow students on how to assist in an emergency.
- During an emergency evacuation due to fire, building elevators should not be used.
- Evacuation may not always be necessary or advisable. If persons with mobility-related disabilities cannot be transported from the building without using an elevator, assist them to the nearest safe fire stairway landing. Immediately notify the Department of Public Safety at (212) 854-3362 or campus phone extension 4-3362.
- Notify Public Safety staff and responders arriving on-scene of person with disabilities location.

Using a Fire Extinguisher

- Activate the alarm, and report the fire to the Department of Public Safety at (212) 854-3362 or campus phone extension 4-3362, before attempting to extinguish the fire.
- Use an extinguisher only if you have been trained to do so. Improper use of an extinguisher can increase the hazard.
- If you have any doubt about your ability to fight the fire, exit immediately.
- If you decide to use a fire extinguisher, place yourself between the fire and your exit from the area.
- To use the fire extinguisher, follow the PASS method:
 - **PULL** the pin. This will break the tamper seal if a seal is applied.
 - **AIM** low, pointing the extinguisher nozzle (or the horn or hose) at the base of the fire.
 - **SQUEEZE** the handle to release the extinguishing agent.
 - **SWEEP** from side to side at the base of the fire until the fire is out. Wait in the area. If the fire Re-ignites, repeat the steps above.
- If one extinguisher is used and the fire is not extinguished, evacuate and close doors behind you as you exit.
- Portable fire extinguishers are located throughout the building. To report a discharged or damaged fire extinguisher, contact the Department of Public Safety at (212) 854-3362 or 4-3362 from a campus phone.



III. Medical Emergency

When encountering a person in need of medical attention, immediately notify the Department of Public Safety at (212) 854-3362 or campus phone extension 4-3362. Provide your name, exact location and information regarding the nature and magnitude of the medical emergency. If trained, provide appropriate first aid while awaiting the arrival of emergency responders. Remain with the person(s) requiring medical attention until assistance arrives.



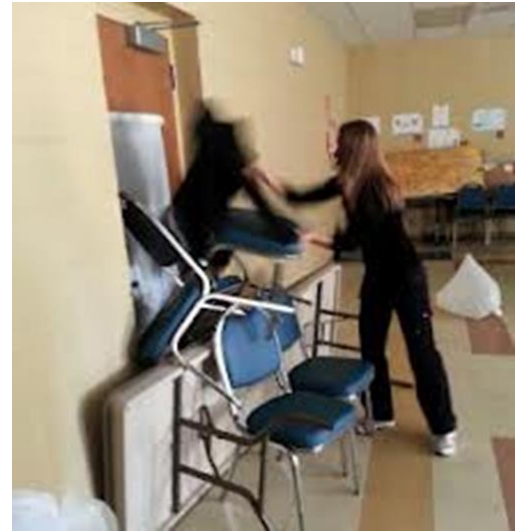
IV. Active Shooter Incident

In the event that an Active Shooter Incident should occur on campus, the College may utilize multiple notification methods such as text messaging and campus wide e-mail to alert the community of an active shooting incident. If an event occurs, you should be prepared to Run, Hide, Fight.

Immediate Actions

RUN. Evacuate the premises if possible; leave belongings behind. If event occurs **outside**, take immediate cover indoors away from the active shooter(s).

- Help others escape if possible, but do not wait if they are hesitant.
- Prevent others from entering the area and contact authorities when safe and able to do so.
- Notify the Department of Public Safety at (212) 854-3362 or campus phone extension 4-3362. Provide your name, exact location and information regarding the nature and magnitude of the incident.



If Escape is Not Possible

HIDE. If evacuation is not possible, find a place to **hide** where the active shooter is less likely to find you and where you won't be trapped or limit your movement.

- Lock and barricade doors.
- Take adequate cover/protection; conceal yourself behind concrete walls, thick desks, or filing cabinets.
- Turn off lights, close blinds, and block windows.
- Those in Laboratories should turn off all gas sources.
- Silence cell phones, turn off radios and computers.
- Keep occupants calm, quiet, and out of sight.
- Stay low – on the floor and call authorities if able.

If Hiding is Not Possible

- **FIGHT.** Be prepared to **fight** as aggressively as you can; your life depends on it.
- Enlist others to join you.
- Attempt to incapacitate the shooter using whatever weapons are available. Improvise, using chairs, waste baskets, umbrellas, and paper weights etc. to use against the active shooter.

Contact Authorities

Call the Department of Public Safety (212) 854-3362 or campus phone extension 4-3362

What to Report

Report your specific location – building name and room number. Number of persons at your specific location.

Number and type of injuries.

Assailant(s) location, number of assailants, physical description, clothing description, type and number of weapons, backpack, shooter's identity, if known, whether separate explosions occurred other than gun fire.

Police Response

- Remain calm and follow officers' instructions.
- The officers' objective is to engage and neutralize the shooter(s) immediately.
- Put down any items in your hands and raise your hands and spread your fingers.
- Keep hands visible and avoid pointing, screaming and yelling.
- When shooter is neutralized, responders will facilitate follow-up medical care, interviews, counseling, and will begin an investigation.

V. Major Water Leak/Flood

Identify the Source

- If you know the source of the water and are confident of your abilities to stop it (i.e. unclog a drain, turn off water, etc.), do so cautiously.

Protect from Water Damage

- Cover large objects with plastic sheeting. Carefully remove small or light objects out of the emergency area.

Provide Assistance

- Provide assistance to persons with mobility related disabilities. Notify the Department of Public Safety at (212) 854-3362 or campus phone extension 4-3362 if persons with mobility related disabilities are in the area and may need to be relocated.
- Provide assistance to other individuals in your immediate area.

Use Caution

- If there are electrical appliances or electrical outlets near the leak, use extreme caution.
- If possible, turn off electrical circuit breakers to the area.
- Avoid standing in flood water, as it can carry electrical current.
- If there is any possible danger, evacuate the area.
- Flood water can be contaminated. Avoid contact with sewer water, as it poses a potential health risk.
- Avoid walking through flooded areas. As few as six inches of moving water can knock a person down.



VI. Gas Leak

General Info about Gas

- Natural gas, of the type piped into home heating and stove systems, is lighter than air and will rise.
- Natural gas is odorless. To make it detectable, an odorant similar to the odor of rotten eggs is added. The odorant is noticeable when there is as little as 1% gas in the air.
- Natural gas becomes flammable and will ignite if as little as between 5% and 15% gas is in the air and an ignition source is present. Ignition sources include pilot lights, sparks, matches, electrical switches, static electricity, and motors.
- Laboratory cylinders may contain a variety of gases, including toxic, explosive or asphyxiating gases, as well as non-hazardous materials, and should only be handled by trained personnel.
- Liquefied petroleum gases (e.g., bottled propane) are heavier than air and will travel along the ground.



Contact Authorities

- If a gas leak of any type is suspected, call the Department of Public Safety at (212) 854-3362 or campus phone extension 4-3362 from a safe unaffected area.

What to Do

- Remain calm. Shut off the source of the gas leak if immediately apparent, if it can be easily corrected (e.g., Bunsen burner, kitchen appliance), and if you have the knowledge and ability to do so without jeopardizing your personal safety.
- Evacuate the building/area.
- Identify persons with mobility related disabilities and provide assistance if possible.
- Leave ventilation systems operating.
- Ventilate the area.

Caution - What **Not** to Do

- Do not use the phone in the area of the leak.
- Do not turn light switches on or off.
- Do not activate the fire alarm system.
- Do not turn electrical equipment on or off.
- Do not use elevators in the area.
- Do not return to the evacuated area until advised to do so by the Department of Public Safety.

VII. Power Outage

Immediate Actions

- Remain calm.
- Notify the Department of Public Safety at (212) 854-3362 or campus phone extension 4-3362.
- Provide assistance to persons with mobility related disabilities. Notify the Department of Public Safety if persons with mobility related disabilities are in the area and may need to be relocated.
- Provide assistance to other individuals in your immediate area.
- Secure files, turn off computers, unplug electronic equipment, and lock windows and doors as you leave.
- Proceed cautiously to an area that has emergency lights.
- Do not light candles or other types of flames for lighting.

If Trapped in an Elevator

- Remain calm.
- Notify the Department of Public Safety at (212) 854-3362 or campus phone extension 4-3362.
- Public Safety Officers and/or the FDNY will be dispatched to your location to assist you.

What to Report

- Report your location, name, and telephone number, and the location of the power outage.
- Report the extent of the power outage, if known.
- Report any persons with disabilities who are in the area and may need to be relocated.

Persons with Disabilities

- It is suggested that individuals who use wheelchairs or who have a mobility related disability prepare for an emergency ahead of time by instructing coworkers or fellow students on how to assist in an emergency.
- **During an emergency evacuation due to a power outage, building elevators should not be used.** Contact the Department of Public Safety for assistance evacuating during a power outage.

VIII. Bomb Threat/ Suspicious Package

If You Observe a Suspicious Object or Potential Bomb

- Remain calm.
- Do not touch the object.
- Secure the immediate area around the object to prevent other persons from touching the object.
- Evacuate the area immediately.
- Notify the Department of Public Safety at (212) 854-3362 or campus phone extension 4-3362.

If You Receive a Bomb Threat by Phone

- Remain calm.
- If your phone has caller ID, record the number displayed.
- Try to keep the caller on the line long enough to complete the Bomb Threat Checklist available on the next page. If a Bomb Threat Checklist is not available, try to obtain the following information:
 - A. When is the bomb going to explode?
 - B. Where is the bomb located?
 - C. What does the bomb look like?
 - D. What type of bomb is it?
 - E. Why was the bomb placed?
- Try to record the exact words spoken by the caller
- Make note of the caller's voice, language, and any background noise.
- Call the Department of Public Safety at (212) 854-3362 or campus phone extension 4-3362.

If There is an Explosion

- Take cover under sturdy furniture, or leave the building if directed to do so by Public Safety staff.
- Stay away from windows. Do not light matches. Do not turn light switches on or off.
- Move well away from the site of the hazard (if known) to a safe location. Leave doors and windows open. **Use stairs; do not use elevators.**
- Call the Department of Public Safety at (212) 854-3362 or campus phone extension 4-3362.

If you Receive a Suspicious Package by Mail

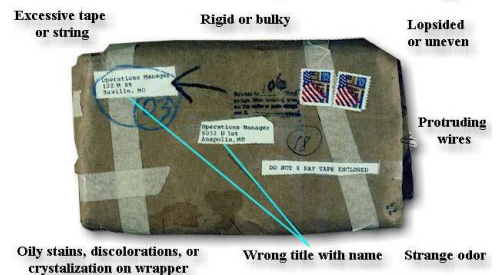
Stop immediately! Do not open items further. Do not move items or place items in water. Do not shake or empty contents.

Notify the Department of Public Safety at (212) 854-3362 or campus phone extension 4-3362.


Isolate the package, and evacuate the area.

Wash your hands with soap and water.

Meet responding Public Safety staff; provide them with specific info about the package, and names of any persons who came in contact with the package.



Bomb Threat Checklist

<div style="text-align: center;">  <p>PLACE THIS CARD UNDER YOUR TELEPHONE</p> </div> <hr/> <p>QUESTIONS TO ASK:</p> <ol style="list-style-type: none"> 1. When is bomb going to explode? 2. Where is it right now? 3. What does it look like? 4. What kind of bomb is it? 5. What will cause it to explode? 6. Did you place the bomb? 7. Why? 8. What is your address? 9. What is your name? <p>EXACT WORDING OF THE THREAT:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Sex of Caller: _____ Race: _____</p> <p>Age: _____ Length of call: _____</p> <p style="text-align: center;">Additional Information on Reverse</p> <p style="text-align: center;">CALL PUBLIC SAFETY FOR ALL EMERGENCIES DIAL 88 Or (212) 854-3362</p>	<p>Number at which Call was received: _____</p> <p>Time: _____ Date: _____</p> <p>CALLER'S VOICE:</p> <table style="width: 100%;"> <tr> <td>___ Loud</td> <td>___ Soft</td> </tr> <tr> <td>___ High</td> <td>___ Deep</td> </tr> <tr> <td>___ Intoxicated</td> <td>___ Disguised</td> </tr> <tr> <td>___ Calm</td> <td>___ Angry</td> </tr> <tr> <td>___ Fast</td> <td>___ Slow</td> </tr> <tr> <td>___ Stutter</td> <td>___ Nasal</td> </tr> <tr> <td>___ Distinct</td> <td>___ Slurred</td> </tr> <tr> <td colspan="2">___ Accent (type) _____</td> </tr> </table> <p>If voice is familiar, who did it sound like? _____</p> <p>BACKGROUND SOUNDS :</p> <table style="width: 100%;"> <tr> <td>___ Voices</td> <td>___ Airplanes</td> </tr> <tr> <td>___ Quiet</td> <td>___ Trains</td> </tr> <tr> <td>___ Animals</td> <td>___ Music</td> </tr> <tr> <td>___ Street Traffic</td> <td>___ Factory</td> </tr> <tr> <td>___ Office Machinery</td> <td>___ Machinery</td> </tr> <tr> <td colspan="2">___ Other: _____</td> </tr> </table> <p>THREAT LANGUAGE:</p> <table style="width: 100%;"> <tr> <td>___ Well-spoken/educated</td> <td>___ Incoherent</td> </tr> <tr> <td>___ Foul</td> <td>___ Taped</td> </tr> <tr> <td>___ Irrational</td> <td>___ Message read by threat maker</td> </tr> </table> <p>REMARKS :</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p style="text-align: center;">Report immediately to PUBLIC SAFETY: CALL 88 or (212) 854-3362</p> <p>Date: _____</p> <p>Your Name: _____</p> <p>Position: _____</p> <p>Phone Number: _____</p>	___ Loud	___ Soft	___ High	___ Deep	___ Intoxicated	___ Disguised	___ Calm	___ Angry	___ Fast	___ Slow	___ Stutter	___ Nasal	___ Distinct	___ Slurred	___ Accent (type) _____		___ Voices	___ Airplanes	___ Quiet	___ Trains	___ Animals	___ Music	___ Street Traffic	___ Factory	___ Office Machinery	___ Machinery	___ Other: _____		___ Well-spoken/educated	___ Incoherent	___ Foul	___ Taped	___ Irrational	___ Message read by threat maker
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IX. Hazardous Materials

Emergency Procedures for Hazardous Substance Spills:

- Any spill of a hazardous substance must be reported immediately to the Department of Public Safety at (212) 854-3362 or campus phone extension 4-3362. The Department of Public Safety will immediately contact CU Environmental Health & Safety.
- Provide any information you may have as to the location and extent of the spill, and as to the chemicals involved or stored in the area. Note spelling of chemicals.
- Stop the SOURCE of the spill if possible, but DO NOT attempt to clean up the spill yourself unless you are properly trained.
- Don't endanger yourself or others.
- Remove any victims from the area **ONLY** if it can be done safely, and evacuate the area.
- If chemicals come in contact with your skin, immediately flush the affected area with clean water for at least 15 minutes.
- Persons who may be contaminated by a spill/release are to:
 - A. Seek medical attention immediately.
 - B. Avoid contact with others.
 - C. Alert responders/emergency personnel of the injury.
 - D. Try to obtain the Safety Data Sheet (SDS) for chemicals involved to provide to emergency responders.
- Aid victims if possible until emergency help arrives.
- Make yourself available to supply critical information.



Emergency Procedures for Fumes/Vapors

- If the presence of harmful/irritating fumes is suspected, the affected area should be evacuated. Don't endanger yourself or others.
- Remove any victims from the area **ONLY** if it can be done safely, and evacuate the area.
- If possible, aid victims outside of affected area until emergency personnel arrive.
- Use a telephone away from the affected area and notify the Department of Public Safety at (212) 854-3362 or campus phone extension 4-3362. The Department of Public Safety will immediately contact CU Environmental Health & Safety.
- It may be possible to ventilate an affected area by opening windows and or activating exhaust fans, provided such an action is undertaken by trained personnel and does not exacerbate the situation or put personnel in harm's way while attempting to ventilate.
- Make yourself available to supply critical information.

X. Severe Weather

Severe Weather Preparedness

- Public Safety and Communications will initiate notifications when severe weather bulletins are issued for the immediate area.
- The safest place to be during severe thunderstorms and tornadoes is inside a secure structure, since most damage occurs as a result of broken glass and flying debris.



Glossary of Terms

Tornadoes/Thunderstorm/Wind Watch

- Normal operations will continue.
- Employees should keep a close eye on changing weather conditions and be prepared to take action when necessary.

Tornado/Thunderstorm/Wind Warning

- The hazardous condition as stated has been spotted or identified on National Weather Service radar.
- When these conditions immediately threaten the campus, the Public Safety Department will make notifications. (i.e. Text message, email, web page, etc.)

Blizzard Warning

- Sustained winds or frequent gusts to 35 miles per hour or greater and considerable amounts of falling or blowing snow (reducing visibility to less than a quarter mile) are expected to prevail for a period of three hours or longer.

Flood Warning

- Flooding is occurring, or will occur soon; if advised to evacuate, do so immediately.

Flash Flood Watch

- Flash flooding is possible. Be prepared to move to higher ground.

Flash Flood Warning

- A flash flood is occurring; seek higher ground on foot immediately.

DO NOT LEAVE THE BUILDING OR INITIATE A BUILDING EVACUATION WHEN SEVERE WEATHER STRIKES.

XI. Civil Disturbance/Demonstration

Campus Demonstrations

- Most campus demonstrations such as marches, meetings, picketing or rallies will be peaceful and non-obstructive and should not be interfered with. An immediate notification should be made to the Department of Public Safety at (212) 854-3362 or campus phone extension 4-3362.
- for any of the below conditions:
 - A. **INTERFERENCE** with normal operations of the College.
 - B. **PREVENTION** of access to office, buildings, or other College facilities.
 - C. **THREAT** of physical harm to persons or damage to College facilities.

Peaceful, Non-Obstructive Demonstrations

- Notify the Department of Public Safety at (212) 854-3362 or campus phone extension 4-3362 with details and information.
- Do not interrupt or become involved with the participants.
- Efforts should be made to conduct business as usual.

Non-Violent, Disruptive Demonstrations

- Notify the Department of Public Safety at (212) 854-3362 or campus phone extension 4-3362 with details and information.
- Do not interrupt or become involved with the participants.
- In the event that a demonstration blocks access to College facilities or interferes with the operation of the College the demonstrators will be asked to terminate the disruptive behavior pursuant to the Rules of College Conduct.
- The Department of Public Safety will monitor the situation to help ensure the safety of all. Any further intervention will be made in accordance with the Rules of College Conduct.

Violent, Disruptive, Demonstrations

- In the event that a violent demonstration in which injury to persons or property occurs or appears imminent:
 - A. Notify the Department of Public Safety at (212) 854-3362 or campus phone extension 4-3362.
 - B. Do not interrupt or become involved with the participants.
 - C. If indoors, close all doors and windows, lower blinds, stay in groups, await updates from the Department of Public Safety. If evacuation is necessary, follow instructions and announcements.
 - D. If outdoors, immediately leave area, stay in groups, and seek shelter indoors.
- The Department of Public Safety in conjunction with the Emergency Management Committee Communications group will alert and update the Barnard community on developments and conditions of the event via emergency e-mail, text message, etc.

**BARNARD
COLLEGE**



PUBLIC SAFETY