



Emergency Preparedness Handbook

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EMERGENCY PREPAREDNESS PLAN

SECTION 1 EMERGENCY GUIDELINES

INTRODUCTION

This handbook is designed to provide basic guidelines to aid us in the event of a campus or building emergency. In the event of a major emergency, the Building Emergency Coordinator or Campus Emergency Coordinator/Registrar will implement our Emergency Plan. Our intent is to minimize the problems of confusion and indecision that often accompany emergency situations. Flexibility and rationality are keys to successfully managing any emergency.

Every member of Empire College School of Law should prepare himself/herself for emergencies in the workplace. Please read this handbook and familiarize yourselves with the procedures, the exit routes, the designated holding areas outside the building and the emergency personnel. The importance of this handbook cannot be over-emphasized. Each individual is an indispensable link in the protection chain.

The objective of this handbook is not to alarm you but to incorporate and coordinate all of the areas of the College and personnel to form an efficient organization, capable of reacting adequately and appropriately in the face of any disaster and to conduct such operations as the nature of the disaster requires.

An Emergency Evacuation Drill may be conducted at any time and may be announced or unannounced. Your patience, cooperation, and participation in these drills are appreciated as emergency preparedness and proper planning are essential.

SECTION 2 RESOURCES AND EMERGENCY TEAM

EMERGENCY PHONE LISTING

Fire Department	9-1-1 or (707) 528-5151
Police Department	9-1-1 or (707) 528-5222
Police Bomb Squad	9-1-1
Building Emergency Coordinator	(707) 696-5355
Campus Emergency Coordinator//Registrar	(707) 546-4000 ext. 253

EMERGENCY PREPAREDNESS TEAM

Empire College Emergency Team is composed of the Building Emergency Coordinator, Campus Emergency Coordinator/Registrar, Area Captains, and Assistant Area Captain. Each member of the Emergency Team is responsible for:

- the Emergency Plan.
- the physical layout of the area of responsibility.
- the location and use of fire alarms and extinguishers.
- evacuation routes and location of outdoor assembly areas.

BUILDING EMERGENCY COORDINATOR and CAMPUS EMERGENCY COORDINATOR

In the event of an emergency or threat, the Building Emergency Coordinator and the Campus Emergency Coordinator/Registrar are responsible for directing the Empire College Emergency Team, employees, and students and acting as the principal liaison to emergency services response units. The following are their duties:

Prior to an emergency:

- identify, maintain and train Emergency Team members;
- maintain a current list of names/locations of students/employees requiring additional assistance in an evacuation;
- conduct evacuation drills and other training exercises.

During an emergency:

- Collect information on the situation, personnel safety and any damage;
- Consult with public safety officials regarding proper course of action (when needed);
- Determine if an evacuation is warranted and report to the Registrar or her designee;
- Direct all activities of the Emergency Team;
- Depending on conditions, consider sending searchers to find missing persons;
- Ensure that the evacuated building has been secured.

AREA CAPTAINS

One Area Captain will be assigned to each designated area, should have detailed knowledge of the designated area, and must know the locations of all emergency exits and alternatives. The duties are as follows:

- maintain a list of all occupants in their designated area
- maintain a list of all employees and students in their designated area **with physical disabilities** who will require assistance in relocation or evacuation procedures
- receive reports of any evacuation or emergency and notify team members in their designated area
- ensure that all employees/students are accounted for by conducting a head count and report any missing person.

ASSISTANT AREA CAPTAIN(S)

The Area Captain will appoint an Assistant Area Captain(s) to:

- Assist with the duties of the Area Captain and designate a temporary assistant(s)
- Take charge in the absence of the Area Captain and designate a temporary assistant(s)
- Act as a runner to facilitate communication with the Building Emergency Coordinator and Campus Emergency Coordinator/Registrar in the event of complete communication failure.
- If situation permits, post signs on doors indicating rooms have been searched.

BUILDING SAFETY FEATURES

The building is completely equipped with a sprinkler system in order to aid in the detection and extinguishing of fires. Upon activation of any of the fire sprinklers, the fire department is automatically alerted and the alarms are activated in the hallways.

- **Fire alarms and extinguishers** are strategically located throughout the College and building for easy access to all occupants.
- **Evacuation Floor Plans** are posted in each area of the College. Refer to Attachments A-1 and A-2 (Evacuation Floor Plans). It is very important to review these floor plans regularly for your designated area.
- In addition to building safety features, medical supply kits are available in the Financial Aid Office and Room 203.
- **Flashlights** are located at the Law School Office and all classrooms.
- **Defibrillator** is located in the first floor west-end lobby.

SECTION 3 SPECIFIC EMERGENCY PROCEDURES

GENERAL EMERGENCY PROCEDURES

- Completely familiarize yourself with the proper procedures to follow in case of an emergency.
- Follow emergency team's, professor's or staff member's directions during an emergency.
- Evacuate immediately and in an orderly manner when instructed to do so. Do not waste precious time over personal belongings.
- Never panic. Remain calm and await instruction during emergency situations.
- Exercise common sense during an emergency situation. Do not tie up phone lines that are needed to report emergencies.
- Immediately report to Building Emergency Coordinator and/or Campus Emergency Coordinator/Registrar any condition, person, or object which, in your opinion, may create an emergency situation.

EVACUATION PROCEDURES

EVACUATION ROUTES

When instructed to evacuate, you are requested to take the designated exit in the area you are in, if clear of debris. If the designated exit is blocked, use the next closest designated exit. Evacuation routes are shown on the maps posted in each classroom.

ALL STUDENTS AND EMPLOYEES

1. Remain calm—Do not panic.
2. Walk—Do not run. Go directly to the exit designated for the area you are in at the time.
3. Allow other people to enter into traffic, but do not unnecessarily hold up travel. It is advisable to alternate individual entry into the flow of traffic.
4. Assist those who are slower moving or in any way with special needs. People using crutches should be carried.
5. Do not collect personal belongings before exiting.
6. Remain quiet and listen for instructions.
7. Upon reaching your exit door, clear the way immediately.
8. Stay in your designated holding area until an official advises you that it is safe to return to the building. Do not re-enter the building for any reason unless instructed to do so.
9. Once the building has been evacuated, a first-aid station will be set up if necessary. The Emergency Building Coordinator will be notified of the location. Only those who need immediate medical attention should report to the first aid-station.

BOMB THREATS

The two most common reasons for bomb threats are:

- The caller has definite knowledge of or believes that an explosive has been or will be placed. This person wants to minimize personal injury or property damage (the caller may be the bomber or just someone who has become aware of such information).
- The caller wants to create an atmosphere of anxiety and panic, which will disrupt normal work activities at the reported building.

Almost all bomb threats fall into the second category. However, all threats should be considered legitimate until the appropriate steps are taken to prove otherwise. Most bomb threats are made by phone. Any employee could receive a bomb threat.

PERSON RECEIVING TELEPHONE THREAT

All employees must know how to properly respond to a bomb threat. If you receive a bomb threat by phone, you should:

- Remain calm. Do not panic, and do not use the word “BOMB” in such a manner to cause panic among fellow employees and students.
- Keep the caller on the line. Attempt to get as much information as possible about the alleged bomb. Ask to have the message repeated.
- If the caller does not indicate the location of the bomb or the time of the possible detonation, ask for this information.

EVACUATION – The decision to evacuate in the face of a bomb threat will be based on the amount of details available and whether this appears to be a legitimate threat or a prank. If evacuation is needed:

- Leave doors and windows open to let the blast wave escape.
- Take your briefcase, purse, lunch bag, and other small items that might delay the search.
- Building Emergency Coordinator will work with the police to keep anyone from re-entering the building.

BOMB SEARCH – The search needs to be done by the police and persons familiar with the area or facility. Under the direction of the Building Emergency Coordinator, police searchers will re-enter the building to assist in identifying any unfamiliar or suspicious objects.

- Do not touch any suspicious object – leave it for the bomb squad.
- Report the object to your supervisor or Area Captains.
- Use normal phones for communication. Radios and cellular phones can detonate some kinds of bomb.

FIRE/SMOKE PROCEDURES

FIRE/SMOKE. Fire/smoke scene priorities are:

- **Evacuate.** Remove anyone who may be in immediate danger from the fire and smoke. Depending on the size and type of fire, this may involve evacuating a very small area or the entire building. *Life safety is always the number one priority.*
- **Report the Fire.** Activate the building fire alarm system immediately upon discovering fire or smoke. This will also alert other occupants in the building that they should start to evacuate. Always dial 9-1-1 and report the emergency. Also notify your supervisor or the Building Emergency Coordinator.
- **Confine the Fire.** Most fires start small but can rapidly become out of control. Close doors and windows in the area to prevent the spread of the fire and smoke to other parts of the building.
- **Extinguish the Fire.** Extinguishing the fire should be your last priority. Attempt it only if the fire is small and you know how to safely use the fire extinguisher. Before you try to put out the fire, alert the building occupants of the danger and report the fire by calling **9-1-1**.

HAZARDOUS MATERIAL INCIDENT

Anyone witnessing or discovering a hazardous materials spill or release should notify his or her professor or supervisor. The area of the spill should be isolated and people relocated until the material can be examined.

The professor/supervisor should advise the Building Emergency Coordinator and request that the Fire Department be called if the material has not been identified and actions taken to clean it up. The Fire Department will assess the situation and can call for the Hazardous Materials Team to identify and contain.

EVACUATION

- **Evacuation Routes.** Evacuation routes are indicated on the building sketches in Attachments A-1 and A-2 – Evacuation Floor Plans. Each classroom also has an evacuation route diagram posted inside its door.
- **Persons with Special Needs.** Some students/employees have disabilities or special conditions that may require special assistance during an emergency. A disability can be temporary or permanent and may include mobility impairment, sight or hearing loss, or health limitations (post-surgery, emphysema, high blood pressure, or pregnancy, use of wheelchair, etc.) Area Captains should know where students/employees who need assistance with evacuation are located, and ensure they are assisted.
- **Relocation.** In some emergency situations, it may be appropriate to relocate persons to another floor or another building to avoid exposure to a hazard. The decision to temporarily relocate to another part of the building will be made by the Building Emergency Coordinator after consultation with public safety personnel and other appropriate parties.

EARTHQUAKE PROCEDURES

DURING THE QUAKE:

- Move away from windows or glass. Stay away from temporary walls or partitions and freestanding objects, such as file cabinets, supply cabinets, etc.
- Find shelter under a sturdy desk or table and kneel down and cover your head with your arms or move to cover beneath a doorway.
- Do not panic or attempt to evacuate unless instructed to do so.
- An initial shock usually last less than a minute, although aftershocks may occur, so allow a few minutes to elapse before leaving shelter.
- If you are outside when an earthquake occurs, move away from buildings and utility wires. Once in the open, stay there until the shaking stops.

AFTER THE QUAKE:

- Stay off the phone lines except to report an emergency.
- Do not go “sightseeing.” Respond to requests for assistance from police, fire fighting and relief organizations, but do not go into damaged areas unless your assistance is required. Cooperate with local authorities.
- Do not use matches or other open flame.
- Do not smoke.
- Carefully inspect the area for injured personnel, damage and the possibility of further damage or potential danger. Do not attempt to move seriously injured persons unless they are in immediate danger of further injury.
- If fire has started, refer to section on **FIRE/SMOKE**.
- The Building Emergency Coordinator and/or Area Captain will notify the Campus Emergency Coordinator/Registrar as to the extent of damage and will give their opinion as to need for evacuating the College. If evacuation is needed, refer to section on **EVACUATION PROCEDURES** at the end of this section.

EVACUATION PROCEDURES FOR ALL EMERGENCIES

In the event of an emergency, everyone may need to be evacuated from the building to an outdoor assembly area. Unless instructions at the time differ, evacuation movement is always to the ground floor and OUT the west-end parking lot entrance/exit. Exit into the closest/safest stairwell and walk down to the street level, to the pre-designated outdoor area.

FOLLOW THESE ESTABLISHED GUIDELINES:

- In case of FIRE OR EARTHQUAKE, DO NOT USE THE ELEVATOR. In other emergencies, elevators may be available.
- Check doors for heat before opening.
- Assist students/employees/public in exiting.
- If there is a FIRE, CLOSE ALL DOORS to prevent the spread of flames and smoke.
- If there is a BOMB THREAT, OPEN ALL DOORS to decrease damage.

HEAD COUNT. After the relocation/evacuation is completed, all employees, students, and visitors should be accounted for. Supervisors/professors should account for all their personnel, students, and any visitors and report to the Building Emergency Coordinator or Campus Emergency Coordinator/Registrar.

BUILDING SECURITY. The Building Emergency Coordinator is responsible for ensuring that evacuated buildings have been secured by the police or members of the Emergency Team.

DECISION TO RE-ENTER. The decision to re-enter will be made by Building Emergency Coordinator. The decision should be made only after consultation with Police, Fire Department, Emergency Team and other public safety personnel. The decision to re-enter will be communicated via members of the Emergency Team.

SECTION 4 WORKPLACE VIOLENCE

WORKPLACE VIOLENCE

Workplace violence falls into four categories:

- Violent acts by criminals who have no other connection with the workplace, but enter to commit robbery or another crime.
- Violence directed at employees by customers, clients, patients, students, or any others from whom an organization provides services.
- Violence against students, coworkers, supervisors, or managers by a present or former employee.
- Violence committed in the workplace by someone who doesn't work there, but has a personal relationship with an employee or student – an abusive spouse or domestic partner.

WARNING SIGNS AND/OR PREDICTORS OF WORKPLACE VIOLENCE

- Direct or veiled threats or plans to physically harm others
- Past conflicts (especially if violence was involved) with coworkers, students or spouse
- Past convictions for violent crimes
- Apparent obsession with a supervisor, instructor, student, coworker or employee grievance
- Preoccupation with violent themes
- Outburst of anger or intimidation
- Stalking, menacing behavior, boundary crossing
- Recent acquisition/fascination weapons
- Substance abuse
- Interest in recent publicized violent events
- Outbursts of anger
- Noticeable changes in behavior
- Homicidal/suicidal comments or threats

ACTIVE SHOOTER

If you hear gunfire, the first course of action is to take cover. Your best chance to avoid injury is for you to remove yourself from the line of vision. This can be done in several ways:

- If you are confronted while sitting in a classroom, immediately fall to the floor.
- Walking down a hallway, move around a corner and look for an open door in which to hide.
- When outdoors, get behind a tree or a bush and don't leave it until police tell you it's OK.
- Should you be in a parking lot, get down behind the engine area of a car near the front wheel.
- Close and lock, if possible, all doors leading to where you are hiding.

Use a telephone or your cell phone to contact the police and report the situation. Be prepared to provide five pieces of information:

1. Your name
2. Location
3. Describe the shooter's clothing
4. The location of the shooter and the direction he/she is headed
5. Injuries to yourself or others around you

If you are wounded, stay calm and apply pressure to slow down the bleeding. Call out for help when you hear the police or rescue crew searching the area.

WORKPLACE VIOLENCE PREVENTION

- Be aware of what is going on around you at all times. Awareness is a proven method for increased personal safety.
- Tell your supervisor or professor when you notice unusual or suspicious behavior.
- Emergency Team should attend a violence prevention seminar that includes training in conflict resolution and positive ways of dealing with hostile individuals.
- Do not hesitate to call for help.
- Finally, remember: a safe workplace is everyone's responsibility.

SECTION 5

TOXIC/CHEMICAL EMERGENCIES

TOXIC/CHEMICAL EMERGENCY SAFETY

Although Empire College does not allow large quantities of flammable material, dangerous chemicals, or undocumented toxic substances in the facility, there still exists the possibility of a toxic or chemical emergency.

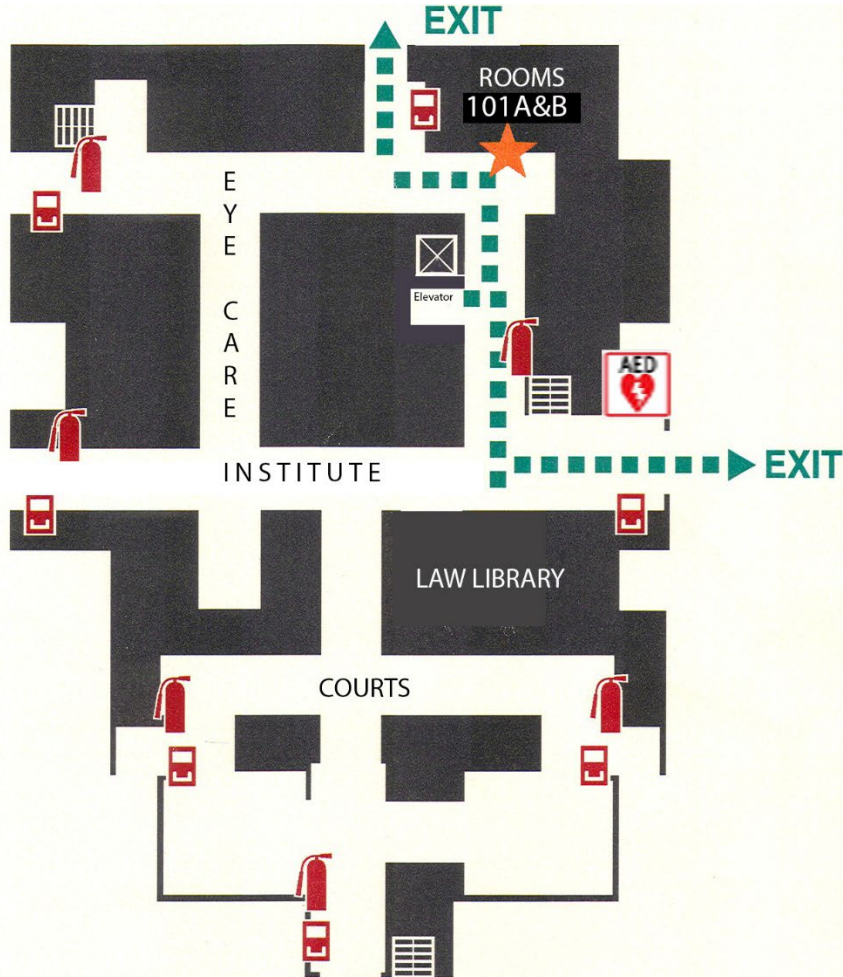
Toxic Emergency Safety:

1. Stay clear of the affected area. Assume the substance to be a health hazard.
2. Do not inhale fumes, gases, or smoke. Do not touch the substance.
3. Evacuate the general area if the substance does not dissipate easily in to the air or a strong odor persists.
4. Notify the Building Emergency Coordinator or the Campus Emergency Coordinator/Registrar immediately.
5. Do not attempt to clean spills or extinguish flames until the proper disposal or extinguishing method has been identified.
6. If there are injured persons, move them away from the hazard.
7. Keep all visitors away from the affected area.
8. Upon the direction of the Building Emergency Coordinator, Campus Emergency Coordinator/Registrar or a designated staff member, evacuate if necessary.

**DO NOT TREAT INJURIES IF THE
OFFENDING SUBSTANCE IS UNKNOWN.
CALL 911 IMMEDIATELY.**

**ALL CHEMICALS BROUGHT INTO THE FACILITY MUST HAVE CURRENT
MSDS INFORMATION AND BE REGISTERED WITH THE BUILDING
EMERGENCY COORDINATOR.**

EVACUATION FLOOR PLAN – A1: First Floor



YOU ARE HERE



Stairs



Elevator



Fire Alarm Pull



Extinguisher



Exit Path



In case of fire use stairway for exit.

Do not use elevator.

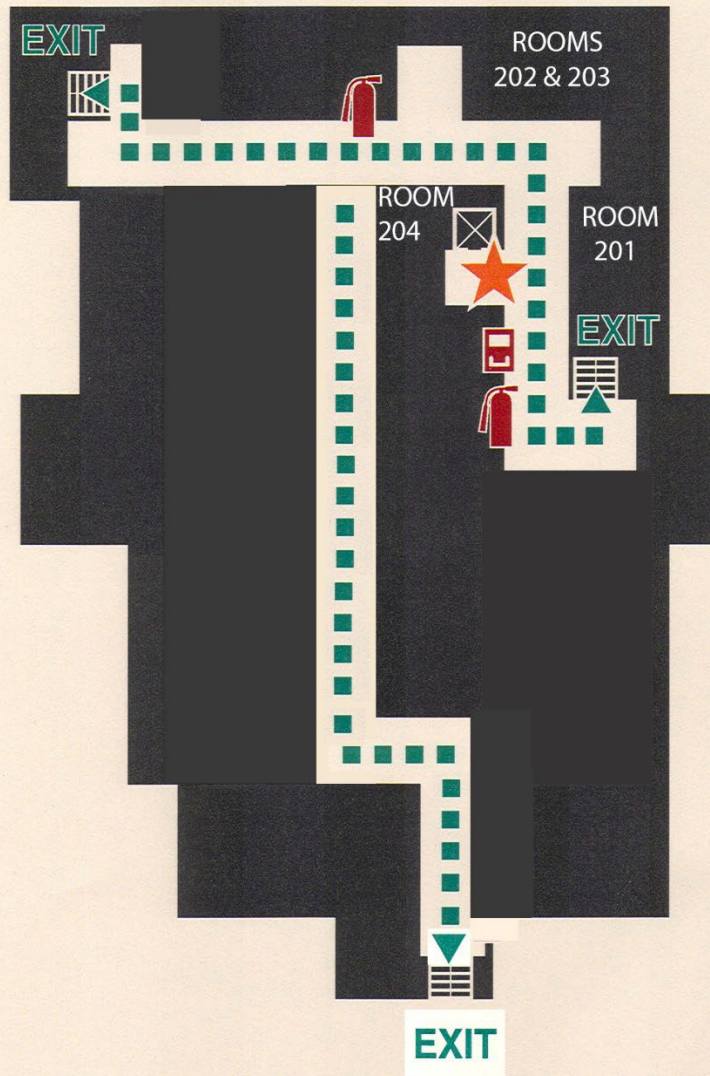
In case of fire emergency, pull fire alarm.

In case of fire an electronic alarm will sound.

Persons with disabilities shall be assisted to safety.

Call 911-Fire/Police/Medical

EVACUATION FLOOR PLAN – A2: Second Floor



- | | | |
|-----------------|---|--|
| YOU ARE HERE | ★ | In case of fire use stairway for exit. |
| Stairs | | <u>Do not</u> use elevator. |
| Elevator | ⊠ | In case of fire emergency, pull fire alarm. |
| Fire Alarm Pull | 🔔 | In case of fire an electronic alarm will sound. |
| Extinguisher | 🔥 | Persons with disabilities shall be assisted to safety. |
| Exit Path | ➡ | |

Call 911-Fire/Police/Medical

EXHIBIT A

EMERGENCY TEAM

During the day there are typically no classes scheduled, but some students may be utilizing classrooms as study areas. Area Captains and Assistant Area Captains will evacuate employees, students, and guests if an emergency occurs.

In the evening, professors will act as the Area Captain for their classroom to evacuate students if an emergency occurs.

BUILDING EMERGENCY COORDINATOR

Ken Castor 707-696-5355

CAMPUS EMERGENCY COORDINATOR

Nora Songster, Registrar 707-546-4000 ext. 253

AREA CAPTAINS & ASSISTANT AREA CAPTAINS

Area Captains – Nora Songster (Day), Professors (Evening)

Assistant Area Captain – Kass Von der Mehden (Day)

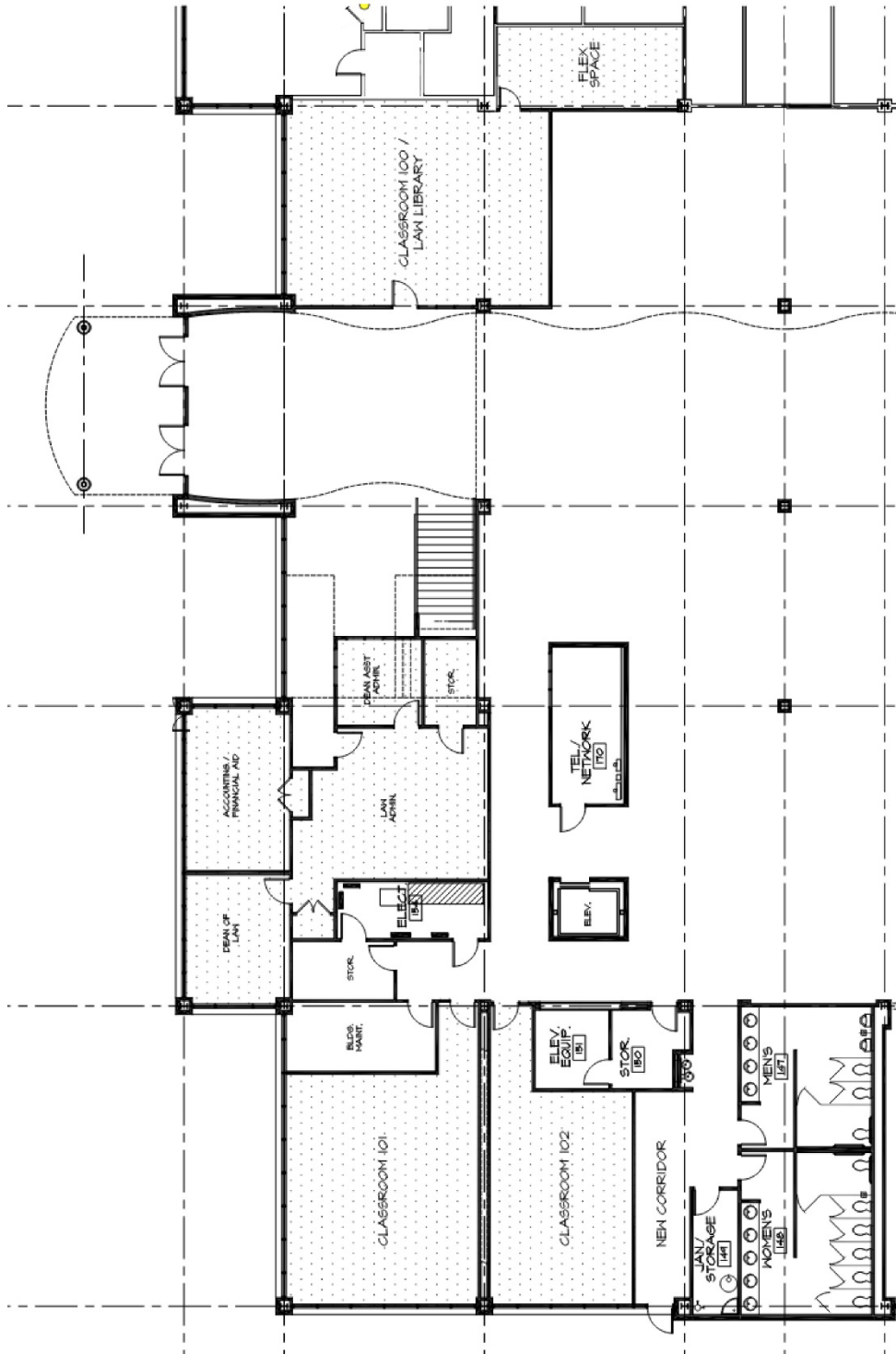
Responsible for checking classrooms, offices, and restrooms

EVACUATION PROCEDURES FOR ALL EMERGENCIES

In the event of an emergency, everyone may need to be evacuated from the building to an outdoor assembly area. Unless instructions at the time differ, evacuation movement is always to the ground floor and OUT the west-end parking lot entrance/exit. Exit into the closest/safest stairwell and walk down to the street level, to the pre-designated outdoor area.

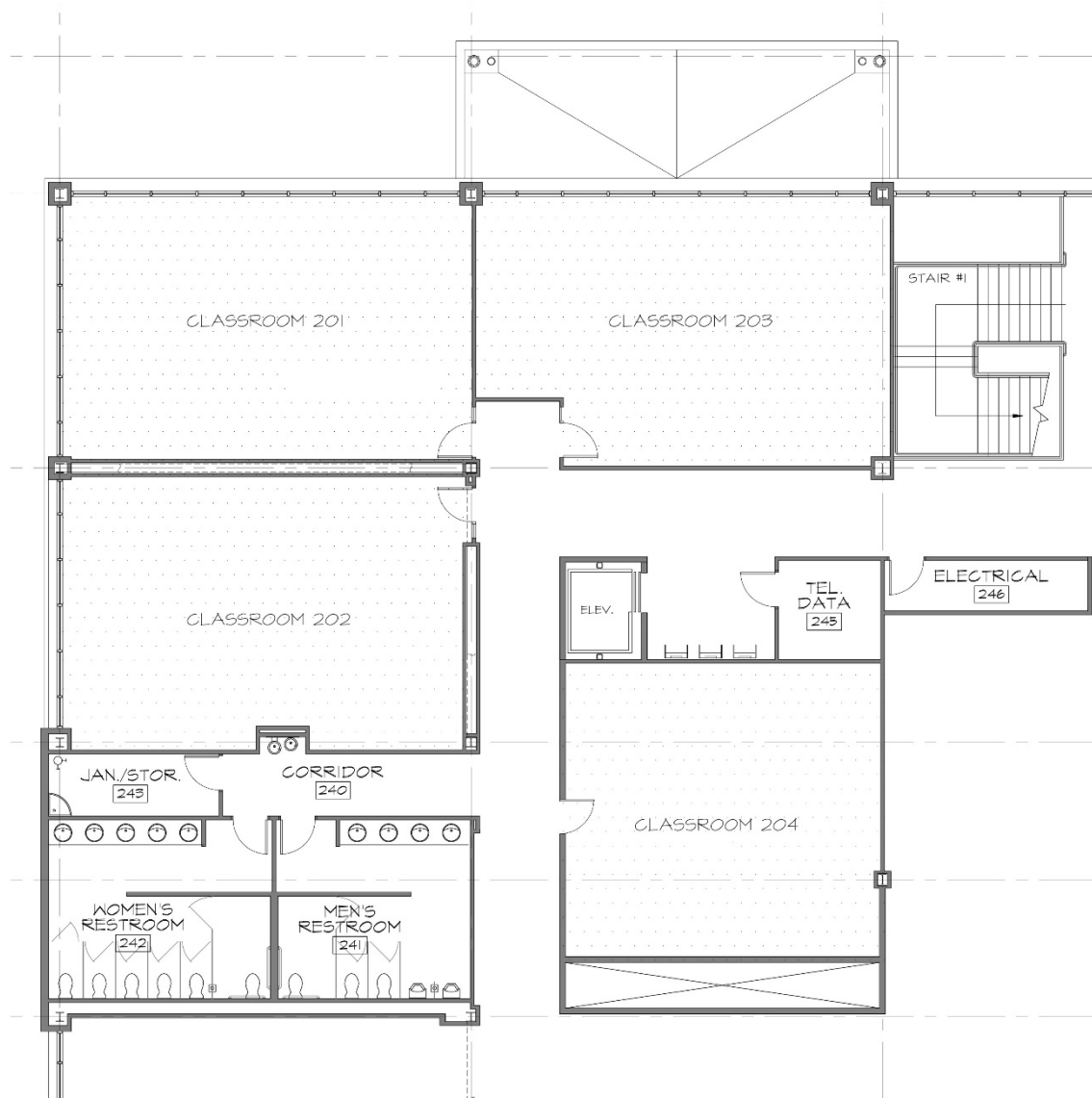
EXHIBIT B

FACILITY MAP – 1st Floor



Empire College School of Law – First Floor Leased Space

FACILITY MAP – 2nd Floor



Empire College School of Law - Second Floor Lease Space