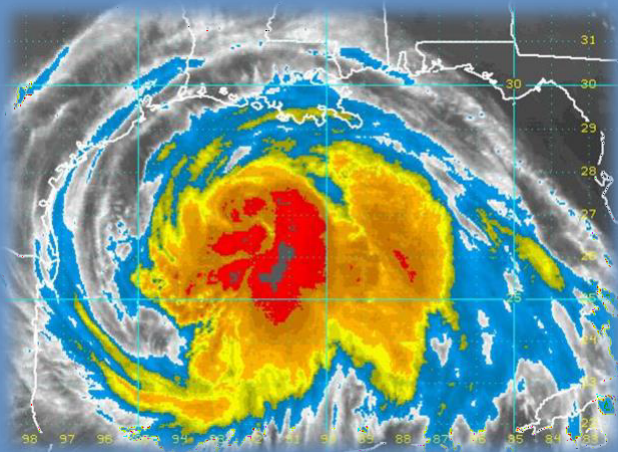


LIM College Emergency Response Plan



Final Draft – March 2023

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Section 1 – Introduction

Purpose

This Emergency Response Plan (ERP) is designed as a guide for use in unusual and/or overwhelming circumstances that require actions beyond routine measures. These circumstances can include pre-planned events, as well as rapidly evolving incidents that overwhelm the scope of LIM College's response. It is flexible in design such that sections may be used without full implementation depending on the nature of the incident(s) but is designed to be effective in response to all hazards. This plan is not intended to replace existing procedures for preplanned events or current response procedures for departments with those already existing; it is designed to guide the overall Emergency Management process and enterprise-wide response. The overall purpose is to maintain the safety and security of LIM College's people, property, and vital interests.

The College's policies and procedures herein are expected to be followed by all. Emergency response operations will be conducted within the established framework of LIM College and its interaction with NYPD and FDNY. All requests for procedural changes, suggestions, or recommendations should be submitted in writing to the LIM College Compliance Committee Chairpersons. The Compliance Committee is responsible for the review, revision, and administrative implementation of this plan and other critical incident response protocols on a yearly basis.

The Institution's Emergency Response Committee (ERC) is responsible for enterprise-wide leadership and the application of Emergency Management Principles. This responsibility is to prepare the institution for any type of hazard or impact and to promulgate information prior to any type of incident, thereby facilitating a more effective response and recovery, if need be.

This plan and all the associated response policies and protocols will be trained on an annual basis. Training includes tabletop exercises (TTX), field training exercises (FTX), exercises with other agencies and departments, and specialized training to supplement one or all aspects of the All-Hazard Plan.

The Facilities Department and Information Technology Department will annually lead the testing of all equipment (e.g., radios, flashlights, first aid kits, campus warning systems, alarms, etc.) that may be utilized in an incident or emergency.

Span of Control / Operational Jurisdiction

This Emergency Response Plan should only be activated when an incident occurs within the defined campus boundaries and jurisdiction of LIM College unless otherwise directed by the Vice President of Student Affairs (or immediate designee).

Assumptions

- An emergency or disaster may occur at any time of the day or night, weekend, or holiday, with little to no warning.
- The expectations of responders and departments of the College should not be the same as during normal operations. All resources and manpower will be depleted.
- The succession of events in an emergency are not necessarily predictable, hence, this Emergency Response Plan will serve only as a guide and may require modification in order to meet the exact needs of the emergency.
- Emergencies affecting non-campus and campus resources or ones that require outside resources may involve multiple jurisdictions and a multi-agency response.
- When working with an outside agency, position names should always be prefaced with “LIM College” in order to decrease confusion. For example, the “Incident Commander” should address themselves to another agency as the “LIM College Incident Commander,” as there may be other Incident Commanders (i.e. for Fire, EMS, or local Police), on scene.
- Due to the statutory requirements for incident response in New York City, the LIM College Incident Commander will be responsible for working within the Unified Command structure with NYC resources and for communicating information to the LIM College ERC.
- In the cases where NYC resources respond, LIM College personnel are responsible for facilitating the response and following the directions of NYC resources.
- The established perimeter of an incident may be tangible or intangible, as well as fluid (not remaining in the same place).
- Some incidents may require additional personal protective equipment (PPE) that LIM College personnel do not possess, thereby limiting involvement in the tasks outlined below.
- Some members of the ERC are direct leaders of the LIM College response units and will typically respond to any event that would be a minor emergency or greater. This response does not constitute the activation of the entire ERC, and if the event can be managed by those members on scene, the LIM College IC will only need to communicate the information about the event to the ERC with no additional actions from the Committee. The LIM College IC may choose to activate all, or a portion of the ERC based on the needs of the response.

Section 2 – Response Notifications

Definition of an Emergency

An emergency is generally defined as any incident or event causing or potentially causing serious injury to persons, extensive property damage, loss of life, or disruption of institution operations. The institution recognizes that many emergency situations have great potential for harm but do not necessarily require activation of all campus emergency resources. To efficiently match the appropriate emergency response to the incident, the following designations will be used when describing an emergency event.

- An Incident is a situation or series of situations, potential or actual, which will not seriously affect the overall operation of the institution but require response from LIM College entities or single unit response from NYC response agencies (one ambulance, one NYPD unit, etc.).
- A Minor Emergency is any situation that affects a localized number of people or a small geographic area (less than a floor in a building, concurrent areas outside, etc.) that requires response from LIM College resources and will require support from outside Public Safety agencies. This designation is used for definition purposes only and would not change the Alert Levels of the institution unless the type of incident is a threshold incident (the term “threshold incident” is used to describe any emergency incident which requires notification of senior officials).
- A Major Emergency is any situation, potential or actual, which affects many people or people who are not co-located, more than a small geographic area, or which disrupts the overall operation of the institution. Outside emergency services will likely be required as well as a major response from campus support services. A Major Emergency will prompt the opening of the Emergency Operations Center. Some examples of a major emergency are power outage, fire, bomb threat, hazmat spill, or an active shooter on campus.
- A Disaster is any event or occurrence that seriously impairs or halts the operations of the institution and may require immediate evacuation of the campus community. A disaster will prompt the opening of the Emergency Operations Center. Some examples of a disaster are hurricane/tornado, serious fire, or significant hazardous material release. For either a disaster or an emergency situation that requires evacuation of areas, the Emergency Response Committee will designate buildings of Safe Haven; these are buildings that have not been affected and may be used to house or shelter evacuees until a tactically sound time to move them. Safe Havens will be communicated to individuals through various communication modes to provide that information as much as practicable.

Pre-planned event: A non-critical incident that utilizes the principles of Emergency Management and Incident Command System for a successful completion of the event.

Rapidly evolving event: A critical Incident where the hazard and its effects progress with a pace that does not allow for preplanning and may overwhelm responders’ attempts to stabilize the incident.

Slowly evolving event: A critical Incident where the hazard and its effects progress with a pace that allows for preplanning and deployment of resources, including obtaining assistance from outside agencies and sources. This type of event still may overwhelm attempts to stabilize the incident.

Shelter in Place: The primary action by all individuals in an emergency who are not responding to the scene on campus unless they are in the affected area. This allows responders the ability to appropriately respond and resolve the hazard and prevents others from entering the affected area and becoming affected.

Resource Unit: A unit that aids emergency units in the form of information, expertise and/or procurement of materials and services. Whether a resource unit responds immediately to an emergency site is determined by the specific situation.

Response Unit: A unit that is properly trained and equipped to handle specific emergencies, and provides, on a 24-hour basis, immediate response in order to bring the emergency under control.

Emergency Operations Center (EOC): A location specified to be used by the Emergency Response Committee (ERC) or its designees in developing responses and managing the recovery process related to a critical incident. Based on the specifics of the critical incident, the ERC will determine the location of the EOC, its hours of operation, and how it will be equipped and staffed. At LIM College, the primary EOC is a virtual room. Given the advances in virtual meetings and the continuation of a hybrid work force, a virtual EOC makes the most sense for the College.

Primary Virtual EOC: LIM “Emergency Response Committee” Microsoft Teams Site:

- All members have Microsoft teams application installed and tested onto their:
 - LIM Computers
 - Mobile devices
 - At home / remote computing devices

Backup Virtual EOC: LIM “Emergency Response Committee” WhatsApp Group:

- In the event of an emergency that impacts LIM system’s and its Primary Virtual EOC, the group will shift to the backup virtual EOC, WhatsApp
- All members have What’s App installed and tested onto:
 - Mobile devices

The secondary EOC is located in the Executive Conference Room at 545 5th Avenue, 7th Floor, New York, NY 10017.

The secondary EOC location should include the following standard equipment:

- Telephone lines
- Internet hookups for laptop computers and e-mail access
- Computers for e-mail and record keeping
- Video monitors for observing local and national news, and sharing information

Institution Related Considerations

In the event of an incident, the Institution may change its operational alert levels. These levels are separate from the campus alert system and are used to impart the imminence of a hazard or threat and its impact or potential impact on the Institution. These levels will be designated by the Emergency Response Committee and will be used both as an escalation of levels and for de-escalation as the hazard, impact, or response changes.

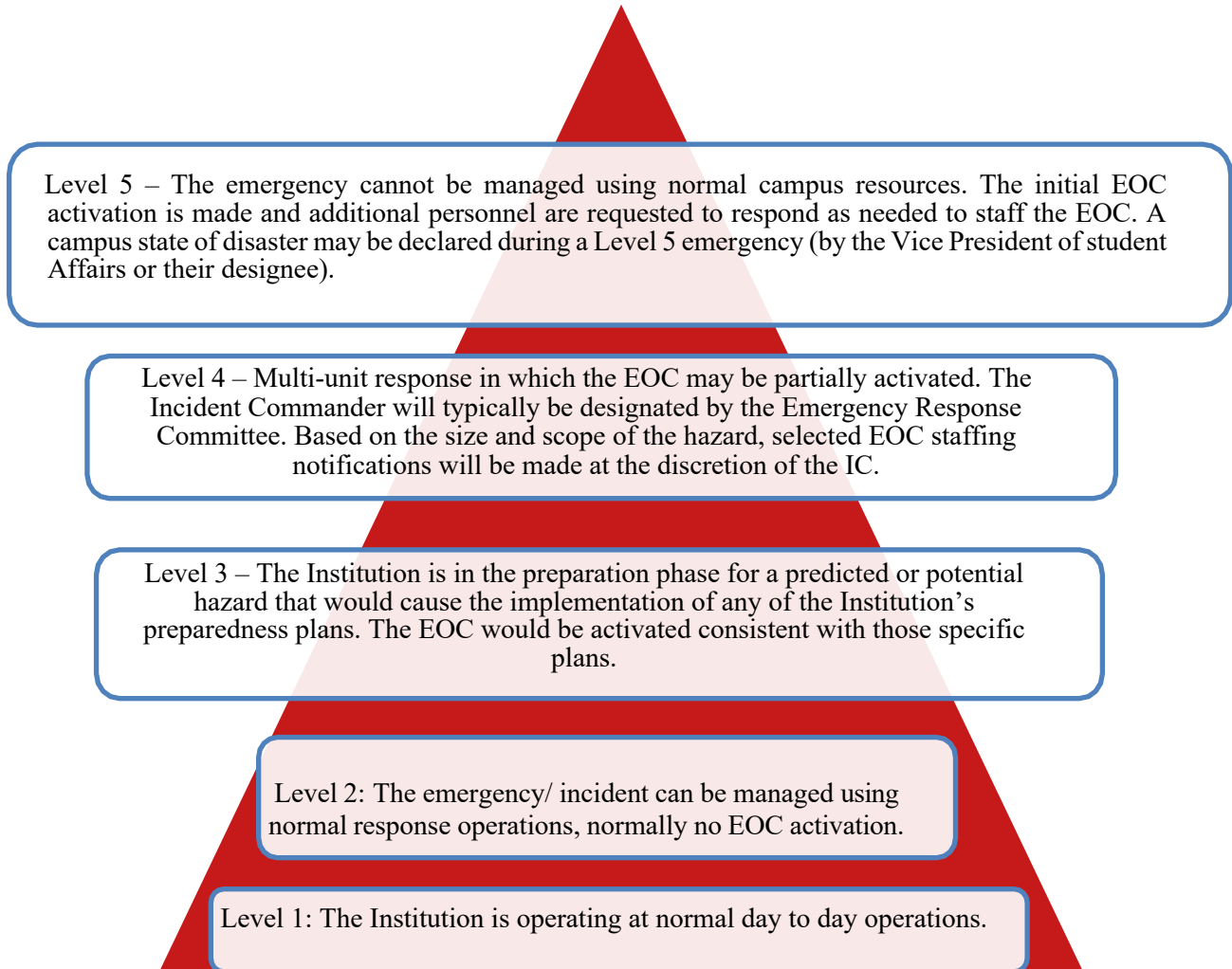


Figure 2-1. Operational Alert Levels

In addition to the five levels of operation, the term “threshold incident” is used to describe any emergency incident which requires notification of senior officials. These include serious incidents involving a loss of or threat to life, major property damage, major regulatory or legal risk, and/or significant media interest.

All Level 3 and Level 4 emergencies are considered threshold incidents. Level 1 incidents involving the following are also considered threshold incidents, even though they may not require a large-scale Institution response.

- Fatalities or serious injuries to students, faculty, staff or visitors.
- Injuries to two or more individuals from the same incident, regardless of severity.
- Assaults or other criminal activities involving deadly weapons.
- Structural fires, either that have impacted campus buildings or have the potential to do so.
- Hazardous materials releases.

Each level will have varying impacts on different aspects of the institution operations. The Human Resources department is required to identify and communicate to the Emergency Response Committee those employees designated as essential personnel or critical personnel.

- Essential Personnel are those employees who are required to report for work regardless of the hazard or impact on the institution. These are functions that need to be staffed for the institution operations, regardless of the level or service provided, to be maintained. Examples of essential employees are Security Officers, building engineers, and information services infrastructure functions.
- Critical Personnel are responsible for critical functions of the institution and therefore back-up personnel have been identified to ensure these functions are executed should the owner be affected by the hazard or otherwise unavailable. Critical Personnel may not be required to respond to the campus during an incident, but the function that they serve must be able to continue unabated.

Declaring a Campus State of Emergency

The authority to designate an incident as a Major Emergency or Disaster resides with the President or alternate as defined below.

Emergency Response Committee and Expanded Emergency Response Committee

The primary members of the Emergency Response Committee (ERC) are designated by the LIM College administration. ERC members may operate in a response or in an advisory role during an incident. During an EOC activation, members of the ERC will be required to focus on the strategic goals of the institution and will create the strategic foundation for the transition to the recovery phase of the event.

The Expanded Emergency Response Committee members (EERC) will be required to assume a response (hands-on) role in addressing the incident. All committee members will focus on the preparedness and recovery aspects of Emergency Management and will work to implement those strategic objectives developed by the Emergency Response Committee.

**Table 2-1. LIM College Emergency Response Committee
Purpose and Responsibilities**

Resource	Contact Information	Purpose & Responsibilities
President of LIM College		<ul style="list-style-type: none"> ▪ • Overall leader of Institution ▪ Final arbiter for major decisions relating to the campus, institution policy, or evacuation.
Executive Vice President, Finance and Operations, Treasurer		<ul style="list-style-type: none"> • Advise the Emergency Response Committee on all matters relating to insurance and institution policy. • Secure emergency funding to procure emergency goods and services. • Establish and maintain communication with Insurance providers. • Acts to ensure essential business operations continue or resume as quickly as possible. • Evaluate functions deemed critical to Continuity of Operations for college operation. • Implements recommendations related to business continuity (e.g. Temporary suspension of classes, campus closure, or evacuations.) • Conveys business resumption priorities and business recovery plans to the ERC. • Ensures departments have resources to carry out essential functions.
Chief Technology Officer		<ul style="list-style-type: none"> • Advise the Emergency Response Committee on all matters relating information technology and infrastructure • Appoint an individual(s) to support the EOC and response activities with appropriate technology and access via remote capabilities. • Secure college data. • Assist with campus alert messages as necessary. • Establish / maintain network connections, web presence, manage servers, and other system equipment in order support the increased demand.

<p style="text-align: center;">Provost</p>		<ul style="list-style-type: none"> • Advise the Emergency Response Committee on all matters relating to identifying instructional scheduling and facilities issues. • Advise and participate in any communications with faculty and coordinate any faculty response. • Advise the Emergency Response Committee on all matters relating to instruction issues. • Advise and participate in any communications with faculty. • Direct the securing of on-going research.
<p style="text-align: center;">Director of Human Resources</p>		<ul style="list-style-type: none"> • Advise the Emergency Response Committee on matters related to employees. • Employment policy interpretation and implementation. • Coordinate deployment of essential personnel. • Coordinate emergency employee placement service to match up employees that are willing and able to work with units that have a need for their skills. • Identify critical personnel and their ability to continue to work. • Assist with temporary housing or shelters pertaining to personnel. <p style="text-align: center;">Provide temporary employees to support the response and recovery.</p>
<p style="text-align: center;">Vice President of Student Affairs</p>		<ul style="list-style-type: none"> • Advise the Emergency Response Committee on all matters relating to students, their location and movement from one part of campus to another or off campus. • Advise and participate in any communications with students via the campus alert system. • Assist in coordination of all non-academic needs of students including shelter, food, physical and mental health, religious needs, transportation, and housing; secure all necessary student records; and advise and participate in any

		<p>communications with parents regarding the incident.</p> <ul style="list-style-type: none">• Coordinate with the Emergency Response Committee in the possible providing of secure shelter, evacuation from campus, or the postponing/cancelling of hosted events.• Coordinate student medical information if needed by responders.
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<p style="text-align: center;">Vice President of Marketing and Communications</p>		<ul style="list-style-type: none"> • Advise the Emergency Response Committee and the Crisis Response Coordinators on all matters relating to communications with media, students, parents, faculty, and staff. • Serve as or appoint a media spokesperson. • Coordinate the creation of all media responses/updates. • Promulgate the location of the Media Staging Area and designate staff to facilitate media check in and provide a timeline for updates and statements. • Prepare messages for dissemination through the campus alert system and the institution Web site. • Provide timelines for updates and statement. • Manage emergency communication to campus including Alert system messages. • Update web site and other campus communications.
<p style="text-align: center;">Manager of Facilities</p>		<ul style="list-style-type: none"> • Advise the Emergency Response Committee on all matters related to facilities, roadways, or grounds damage. • Coordinate response relating to facilities or grounds damage. • Coordinate with all campus utility providers and survey all utilities for and latent damage to gas, electric, steam, water, and sewer damage. • Coordinate structure evaluation of damaged facilities. • Coordinate set up of any temporary housing or shelters. • Provide any necessary transportation to support response and recovery. Coordinate emergency power and light systems.

<p>Vice President of Government Relations and Community Affairs</p>		<ul style="list-style-type: none">• Advise the Emergency Response Committee on all matters relating to legal and statutory issues and requirements.• Authorize emergency specific policies as needed.• Address legal and political implementations associated with the emergency.• Collaborate with communications in establishing media relations, press conferences, and other high-level press releases.
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**Table 2-2. LIM College Expanded Emergency Response Committee
Purpose and Responsibilities**

Resource	Contact Information	Purpose & Responsibilities
<p align="center">Assistant Vice President of Student Affairs</p>		<ul style="list-style-type: none"> • Coordinate temporary housing or alternative housing. • Account for on-campus residents. • Assist with communications to students to include disabled and international student needs. • Identify emergency needs for resident students.
<p align="center">Director of Counseling Services</p>		<ul style="list-style-type: none"> • Outreach to campus community to provide mental health assistance and referrals to medical assistance. • Liaison with hospitals and other medical and mental health facilities for assistance if necessary.

<p style="text-align: center;">Vice President of Enrollment Services</p>		<ul style="list-style-type: none"> • Provide information to the Emergency Response Committee on visiting students and families. • Assist with shelter needs, evacuation, or postponing / cancelling hosted events. • Coordinate with Marketing and Communications to develop a response for postponing / cancelling hosted events.
<p style="text-align: center;">Student Affairs and Compliance Assistant</p>		<ul style="list-style-type: none"> • Coordinate food services. Coordinate with Red Cross if necessary • Coordinate response procedures for conferences, camps, and external groups. • Coordinate volunteer assignments such as staging, scheduling, etc.

Emergency Operation Center (EOC) Activation

ERC members may be notified of an incident requiring a full activation. Decisions made on scene by the ERC members who have responded will dictate whether a full or partial ERC activation is necessary. Even with an ERC activation, the scope of the event may not require activation of the EOC. ERC members may support the response and recovery from the scene of the event, or remotely, based on the needs of the response. EOC activation should occur when there is a need for the committee to gather in one place in order to best support the response and recovery and to streamline the communication process.

The Emergency Operations Center may be a virtual or a physical workspace. The activation of members of the ERC to support response operations is not automatically considered an EOC activation, if the support is of a short duration. The activation of the EOC is to support complex or long-term incidents.

Upon notification of an EOC activation, the Emergency Response Committee members will:

- Immediately proceed to the Emergency Operations Center or contact the EOC through video or voice communication.
- Advise the President on major decisions and facilitate the overall response to the incident by utilizing resources in each team member’s department.
- Support emergency response decisions as a deliberate corporate body to ensure proper coordination and effective use of resources. This does not include tactical level decisions

that need to be made expediently on the scene of the situation; those decisions should be made by the Incident Commander (IC) in conjunction with other responders. The IC may seek counsel from the Emergency Response Committee for intermediate to long range planning and strategic level issues.

- Assemble the Expanded Emergency Response Committee as needed. EERC will provide services in the Emergency Operations Center or remotely if unavailable.

Response to Incidents on Campus

The primary action by all individuals who are not responding to the scene on campus should be to Shelter in Place for any type of emergency unless they are in the affected area. Sheltering in place is only taken if community members are not in the affected area and the length is based on their location relative to the site of the incident; it consists of remaining in the space where they are and assessing their next step. This prevents unnecessary evacuation and promotes decision making based on information as it develops. Most often, the safest place for those people not affected by the situation is to remain where they are; this provides for better accountability of people and allows responders a clear path to and clear picture of the affected area.

When an incident occurs on campus, the institution will notify the campus based on the legal requirements in the Clery Act. This notification will include the type of incident, the location(s) on campus and instructions to the community based on the information available at the time, which includes areas to avoid until the incident has been stabilized. There will be follow-up communication as necessary with any additional instructions, especially as the incident evolves. The institution's policy is that community members who are not in the affected area should shelter in place and wait for instructions via these communications. While it may be understood that buildings are in different parts of the city, it should still be expressed in the communications. For example, instructions (one component of the Clery requirements) may say: "There is a report of shots fired in Building X. If you are in the adjacent building Y, remain in place until instructed by responders. If you are not in the affected area, avoid the area of Building X and Y until further instructions."

Communications

The Office of Marketing and Communications in coordination with the Vice President of Student Affairs, IT, and the ERC, will organize and disseminate information relating to any incident that is deemed necessary. The Office of Marketing and Communications, Vice President of Student Affairs, selected members the ERC and/or IT will communicate, as appropriate, information to the following constituencies: students, faculty, staff, parents, alumni, media, and the general public. If media outlets are expected to come on campus, the Office of Marketing and Communications will organize a media staging area and staff that area to facilitate these messages and appoint a spokesperson to handle all requests for information from media outlets. The primary method of communication will be the LIM College ALERT System and the institution website.

Timely Warning Notices

A timely warning notice, which is distributed as a “Campus Safety Alert” is considered for all Clery Act crimes that are (1) reported to Campus Security Authorities or local police and (2) determined by the institution to represent a serious or continuing threat to students and employees.

The decision to issue a timely warning shall be decided on a case-by-case basis. The decision is made by the Vice President of Student Affairs or a designee, considering all available facts, including whether the crime is a serious or continuing threat to students or employees. Certain specific information may be withheld from an Alert if there is a possible risk of compromising law enforcement efforts, but if a crime occurs that would pose a serious or continuing threat to the LIM College community, a Campus Safety Alert would be distributed to the campus community.

Emergency (Immediate) Notification

LIM College will immediately distribute emergency notification warnings to the campus community upon confirmation of a significant emergency or dangerous situation on campus involving an immediate threat to the health or safety of students or staff. Examples of emergencies that would warrant such a notification include but are not limited to: an active shooter on campus, hostage/barricade situation, a riot, bomb threat, a tornado, a fire/explosion, suspicious death, structural damage to an institution-owned or controlled facility, biological threat (anthrax, etc.), significant flooding, a gas leak, or a significant hazardous materials release.

LIM College Alert System:

- The Office of Marketing and Communications will prepare a list of brief message templates that identify possible emergency incidents and provide instructions detailing the intended response. This list will be reviewed annually by the Emergency Response Committee and updated whenever any change is made to the LIM College Emergency Response Plan.
- Designated members of the ERC will always have easy access to these messages.
- If the need to activate the LIM College Alert system arises, the individual activating the system will either identify the appropriate message and direct that the alert be sent; or receive direction from a member of the Emergency Response Committee and send the appropriate message and send the alert.

Institution Website:

- In the event of an emergency incident, the Vice President of Marketing and Communications (or their designee) will place a conspicuous alert on the institution’s home page and all appropriate social media.
- This alert will contain a hyperlink to an information log.
- The first alert message will be the same message as provided through the campus alert system.

- As information is updated, the hyperlinked log will reflect all new updates with a time and date stamp.
- Each alert will provide all current information relating to the incident, instructions for any required response, and, when possible, the time when the next update will occur.
- The alert log will provide the following information for media outlets:
 - Name and contact number of the media spokesperson.
 - Location for all press conferences

E-mail:

- The institution will use the campus alert system to send the initial emergency message to members of the LIM College community.
- The Office of Marketing and Communications may send follow-up information via email or the campus alert system; however, all emails and text message communication will direct the recipient to refer to the institution website for updated information.

Telephone:

- In an emergency incident, various offices may become a point of contact for the public. For example, parents may call the Vice President for Student Affairs or Housing and Residence Life for information relating to a residence hall evacuation. Any department receiving a phone call should direct the caller to the website for the most up to date information available. Only information included on the website may be shared with callers as the website will be the sole official source of all information.

Written News Releases:

- The Office of Marketing and Communications may prepare written news releases regarding emergency incidents. These should not be viewed as an immediate source of information. Rather, they are useful for the purpose of supplementing information that has already been reported on the website.

Section 3 – Preparedness Actions

Testing

The Facilities Department and the Information Technology Department, in conjunction with the Vice President of Student Affairs (or designees) will annually test all equipment (e.g., radios, flashlights, first aid kits, campus warning systems, alarms, etc.) that may be utilized in an emergency.

Training

- Campus Wide Training: Emergency Response Building Teams
 - Designated members of the Emergency Response Committee are responsible for appointing and training the Emergency Response Building Teams.
 - These teams are responsible for familiarizing themselves with the ERP and its protocols and ensuring it remains updated and effective. They are also responsible for ensuring building safety and that personnel are properly trained, and emergency response equipment is readily available and in good working order for their assigned building. In addition, each team gets together annually for CPR/AED and first aid recertification if needed.
- Campus-Wide Training: Students
 - New students will receive training during orientation on the Institution's emergency procedures. While they will primarily be instructed to shelter-in-place for incidents, they will also be provided information on fire safety and building evacuation processes and routes.
- Campus Wide Training: Drills
 - LIM College will conduct evacuation (for fire and other purposes) drills during each academic semester.
 - LIM College will conduct at least one (1) annual exercise (tabletop, functional or live exercise) to test the institution's emergency response plan and the evacuation plan. The exercise will be considered the Higher Education Opportunity Act (HEOA) exercise for the year and will include coordination with the Emergency Response Committee as well as the non-institution emergency resources and will include a discussion of the plan to evacuate the entire campus, if that became necessary.
- Notification Training
 - LIM College will conduct at least one drill each year, which is a test of a single procedural operation. This drill will typically consist of testing the campus alert system and will occur within 3 days of the HEOA exercise.
 - The Office of Marketing and Communications and/or a member of the Emergency Response Committee will initiate a blast email to the community following the annual HEOA test (exercise and drill) that will include basic information about the exercise and drill (date, time, location and brief description of both). The email will include a summary of the emergency response and evacuation procedures for the campus. (You can use a different method of notification)

Hazards

During the course of its history, the City of New York has experienced numerous emergency situations that have impacted the operational safety and security of its people, institutions, businesses, and not-for-profit organizations. In many instances, these natural, human-made, and technological events claimed scores of lives and caused extensive property damage and commercial losses. Because LIM College’s primary operations are based entirely in New York City, the ERP provides a hazard analysis section which allows the end-user to better understand the different types of natural, human-made, and technological hazards that LIM College and its operations may have to withstand - and what effects those hazards may have on the safety and security of the LIM College community. In some cases, an emergency situation caused by a natural, human-made, or technological hazard may affect only a few members of the LIM College community; in others, the entire operation could be negatively impacted. But in all cases, enhanced situational awareness – through a greater understanding of potential hazards and their respective effects – can significantly improve LIM College’s ability to make effective, timely decisions with regards to the saving of lives and property, as well as an effective and timely restoration of its operations. Below is a table that summarizes some of the hazards that LIM College could potentially face. Significance rankings are based on the likelihood of an incident occurring, the possible consequences of the incident and the vulnerability of the college to the incident.

Table 3.1 Natural Hazards

Hazard	Likelihood	Consequences	Vulnerability	Significance Ranking
Fire	Significant	Significant	Moderate	Significant
Smoke	Significant	Significant	Moderate	Significant
Coastal Storms	Significant	Low	Moderate	Moderate
Hurricane	Moderate	Moderate	Moderate	Moderate
Tornado	Moderate	Extreme	Significant	Significant
Severe Winter Weather	Significant	Low	Low	Low
Severe Summer Weather	Significant	Moderate	Low	Moderate
Pandemic/Biological	Significant	Significant	Significant	Significant
Flood/Water	Moderate	Significant	Significant	Significant
Seismic Event	Low	Significant	Moderate	Moderate

3.2 Human-Made Hazards

Hazard	Likelihood	Consequences	Vulnerability	Significance Ranking
Medical Emergencies	Significant	Significant	Moderate	Significant
Utility Failure	Moderate	Moderate	Moderate	Moderate
IT Failure	Low	Significant	Moderate	Moderate
Chemical	Low	Moderate	Low	Low
Violent Crime	Moderate	Significant	Moderate	Moderate
Crimes Against Persons	Moderate	Moderate	Moderate	Moderate
Property Crime	Moderate	Moderate	Low	Low
Sexual Assault	Moderate	Significant	Moderate	Moderate
Transportation	Low	Low	Low	Low
Active Shooter	Low	Extreme	High	Moderate
Bomb Threat	Moderate	Low	Moderate	Low
Terrorism	Low	Extreme	High	Moderate

Section 4 - Evacuation, Relocation and Shelter-in-Place

Your role during a building emergency is as follows:

1. Remain calm
2. Evaluate the situation
3. Follow instructions – All LIM College facilities, except The Townhouse, have public address (PA) systems
 - If there is a fire alarm in The Townhouse, evacuate the building immediately
 - If there is a fire alarm in any other LIM College facility, await instructions which will be given over the PA system. Prepare to evacuate while awaiting instructions.
 - If you feel unsafe at any time, evacuate the area/building
4. Dial 911 or have someone dial 911 and follow the operator's instructions
5. Dial or have someone dial the LIM College Emergency Line
 - 777 from a college phone
 - (212) 310-0660 from a cell phone or outside line
6. LIM College Emergency Response Building Team Members will respond
7. Assist others when evacuating
8. If there is a fire alarm, the elevators go to the lobby floor and open. You will not be able to be used the elevators when there is a fire alarm.
9. Notify the Emergency Response Building Team Members or First Responders of anyone injured or in need of assistance
10. Move to the predetermined muster / evacuation point
11. Assist with getting accountability of all students, faculty, staff and visitors
12. Do not talk to the media. Refer all media questions to the LIM College's Marketing and Communications Department.

LIM College Building Addresses are as follows:

Fifth Avenue	545 Fifth Avenue, New York, NY 10017
Maxwell Hall	216 East 45th Street, New York, NY 10017
FOUND Study – Midtown East Residence	569 Lexington Avenue, New York, NY 10022

The LIM College Muster Point Locations are as follows:

Fifth Avenue	West side of Grand Central Station on Vanderbilt Avenue (under the overhang)
Maxwell Hall	North side of Grand Central Station on 45th Street (under the overhang)
FOUND Study	51st Street between Lexington Avenue and Park Avenue (along the south side of the block between Urban Space and St. Bartholomew's Church)

Evacuation / Shelter-in-Place

There are four types of evacuation.

1. Shelter-in-Place
2. In-Building Relocation
3. Partial Evacuation
4. Full Evacuation

For all LIM College Buildings, instructions for evacuation will be given via the PA system.

During a fire alarm, elevators will immediately go to the lobby and the doors will open. The elevators will not be available for use during fire alarm incidents.

1. Shelter-in-Place

In general, shelter-in-place means to stay where you are or move to a nearby location and take measure to immediately protect yourself and others from an emergency incident. There are several types of emergencies that could require students, faculty, staff and visitors to shelter-in-place which include a small fire, hazardous material release, an emergency outside of the facility, armed assailant, and others. When given instructions to shelter-in-place, take the following actions.

Smoke or Fire and Cannot Evacuate

1. Let others know that you cannot evacuate – this should be done verbally or via phone – preferably to 911
2. Call 777 from a LIM College phone or (212) 310-0660 from a cell phone.
3. If there is a smoke condition; stay low to the floor and hold your breath as much as possible. Breathe through your nose and uses a shirt or cloth as a filter.

4. Close as many doors as possible between your location and the fire
5. Wet and place cloth material around or under doors to prevent smoke from entering the room
6. If the room has a perimeter window, signal to someone outside and call for help
7. Keep windows closed unless breathing is not possible
8. Hang a towel or item from the window, this will indicate to firefighters that you need assistance

Airborne Chemical Hazard

1. Let others know to shelter-in-place and call or have someone call 911
2. Call or have someone call 777 from a LIM College phone or (212) 310-0660 from a cell phone
3. Close all outside doors and windows
4. If safe to do so, turn off A/C and air handling systems
5. Move away from perimeter doors and windows as well as air ducts and ventilation systems
6. Close as many doors as possible between your area and the chemical hazard

2. In-Building Relocation

In some minor emergency situations, you may be instructed to move to a safer location within the building. In-Building Relocation instructions include the following:

1. Remain calm and move to the location specified using the closest stairwell
2. Help others as necessary
3. If you cannot evacuate, go to the stairwell and notify others that you need assistance. Remain in the stairwell until help arrives.
4. Help with accountability of all students, faculty, staff and visitors
5. Stay in the location until the “all clear” is given
6. If you feel unsafe at any time, evacuate the facility and let others know you have done so by calling 777 from a LIM College phone or (212) 310-0660 from a cell phone

3. Partial Building Evacuation

In some emergency situations you may be asked to evacuate parts of a building or certain floor of a building. If you are in an area that is being evacuated, please follow the instructions below for Full Evacuation.

4. Full Evacuation

Full Evacuation means that everyone in the building will be evacuated to the pre-designated muster points. If a Full Evacuation is ordered, follow the instructions below:

1. Remain Calm

2. Move to the closest stairway exit. Elevators are not to be used during emergency evacuations.
3. Notify the Emergency Response Building Team Members or First Responders of anyone injured or in need of assistance
4. Proceed to a pre-designated LIM College Muster Point. LIM College Emergency Response Building Team Members will guide you to the muster point locations. The locations are as follows:

5th Avenue	West side of Grand Central Station on Vanderbilt Avenue – under the overhang
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Maxwell Hall	North side of Grand Central Station on 45th Street – under the overhang
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FOUND Study	South side of 51st Street, across FOUND Study on the west side of Lexington Ave between Urban Space and St. Bartholomew's
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5. Stay with the group, accountability of all personnel is essential during evacuation events
6. Assist with getting accountability of all students, faculty, staff and visitors
7. Do not talk to the media. Refer all media questions to the LIM College Marketing and Communications Department.
8. Remain at the muster point until given the “all clear” or other instructions by a First Responder or LIM College official

Muster Point Operations

Emergency Response Building Team Members will take charge during building evacuations. Moving to the pre-designated LIM College Muster Point locations requires exceptional communications and cooperation by those evacuating. Below are the actions to be taken by the Emergency Response Building Team Members during an incident requiring evacuation.

Evacuation

1. Ensure floors are evacuated appropriately
2. Get accountability of those who are unable to evacuate
3. Take at least one Emergency Response Bag with you when evacuating
4. Report accountability / situation to Building Fire Safety Director in lobby
5. Consider having a team member stay at the building (situation must be safe to do so)

Movement to Muster Point

1. Communicate the location of the muster point to students, faculty, staff and visitors
2. Wear Emergency Response Team Hats

3. Have a point person lead the way to the muster point
4. Station someone at intersections to guide the way (the group may get separated)

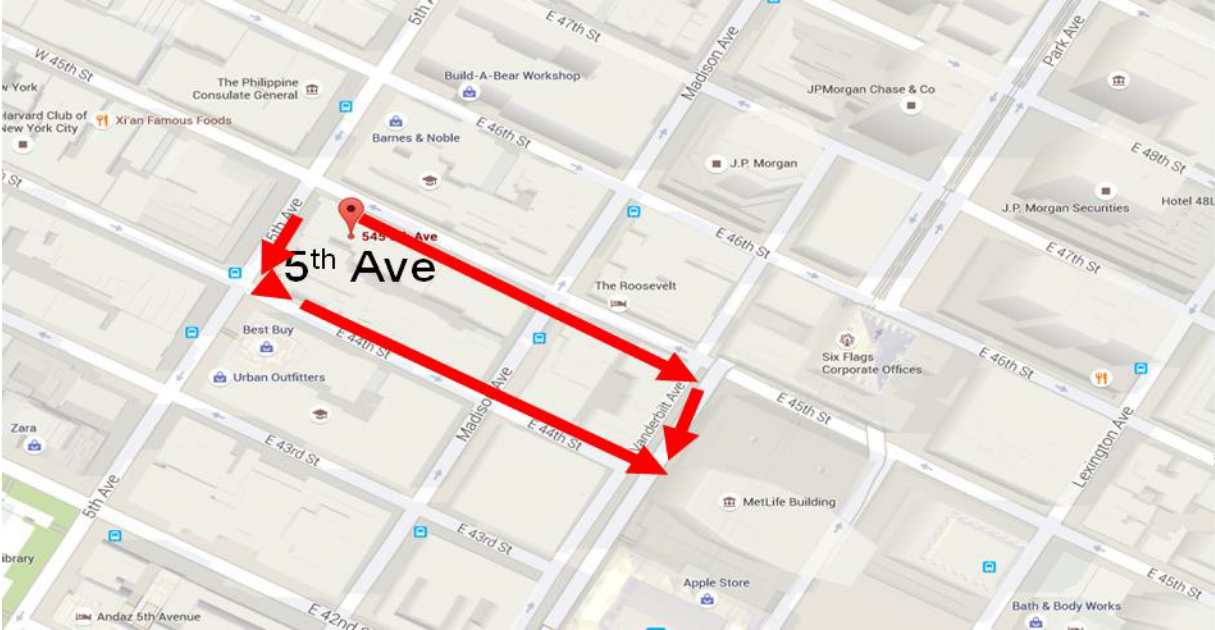
5. Have a team member take up a position at the rear of the group evacuating

Actions at Muster Point

1. Communicate with LIM College President's Cabinet Members
2. Gain accountability of students, faculty, staff and visitors
 - Utilize class roster, paper and clipboards
 - Have everyone at the site help with accountability – ask if anyone is missing and possibly still at the scene
 - Yellow tape may be used to cordon off the LIM College muster point
 - Personnel checking-in can be given a piece of yellow tape as a sign of having checked in
3. Communicate missing person information to LIM College Emergency Number or member of the President's Cabinet
4. Keep personnel at the muster point until all-clear is given or other direction is given by LIM College or First Responders
5. Stay in communications with Emergency Response Building Team Members at the scene (if applicable)
6. Do not talk with the media

Maps to Muster Point Locations

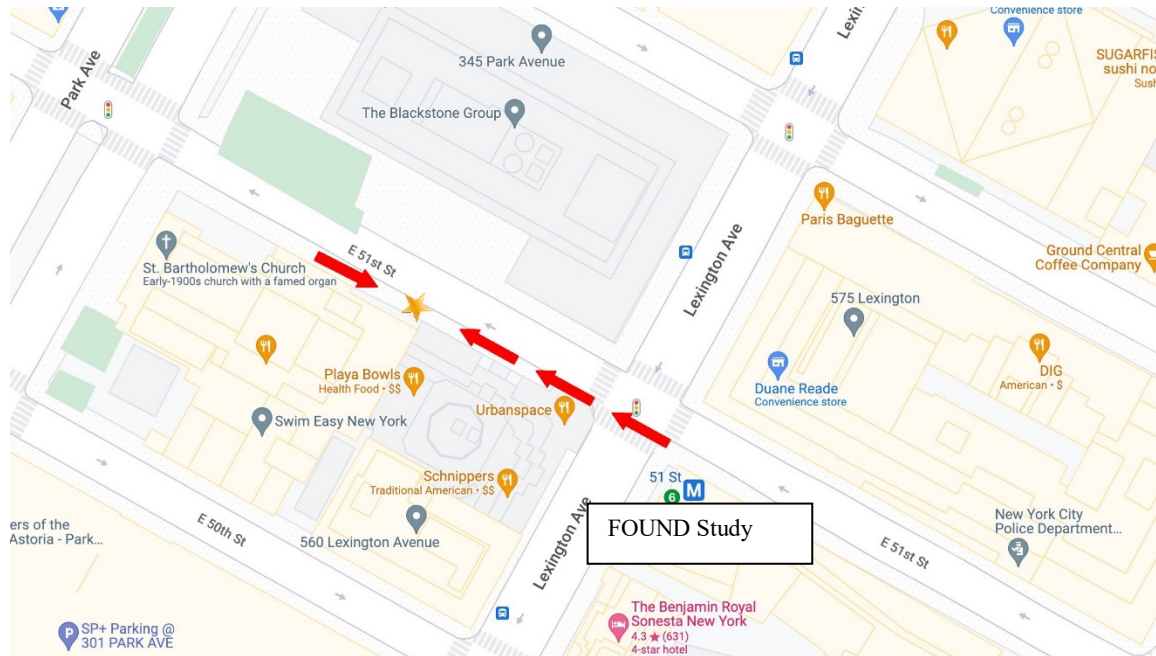
5th Avenue



Maxwell Hall



FOUND Study Midtown East



Section 5 – Post Incident Actions

Demobilization

Demobilization involves those actions that return responding units to their normal operational functions or duties. This may occur at the end of the entire incident or may be in phases to control size and cost of the response. When determining the appropriate level of demobilization, the IC must consider all the factors at hand as well as the potential for the hazard to increase in scope. It is important to note that demobilization must be a structured de-escalation of resources; this allows for a more organized cleanup of equipment and detritus as well as reducing the traffic issues related to large scale responses. As institution resources (mainly personnel) are finished with their on-scene responsibilities, they must be told whether to return to their normal duties or to report to the EOC for a debriefing. If necessary, the Incident Commander may request all units to report to the command post for a verbal debriefing before re-deployment to their regular duties.

After Action Reports

In any incident in which this Emergency Response Plan is utilized an after-action report (AAR) should be prepared. This involves the distribution of the “Preliminary Debriefing Form” to all personnel involved in the incident. After all the “preliminary debriefings” have been completed, the Emergency Response Committee will review them for completeness and accuracy and then summarize the responses on an “After Action Report” form. The designee will forward the After-Action Report form with the Preliminary Debriefing forms to the President.

The After-Action Report and subsequent review serve to document the response activities, identify problems / successes during the emergency response, and recommend suggestions for change. This brings the response full circle and will better prepare the institution and individual departments for the next incident.

Appendix A – Glossary and Abbreviations

LIM College Specific Definitions

Critical Incident: An incident that the effects may have a negative impact on LIM College persons, property, operations, or interests.

Disaster: Any event or occurrence that seriously impairs or halts the operations of the institution and may require immediate evacuation of the campus community or where the effects are so severe that a governmental declaration is sought and used to assist with recovery process.

Emergency: A critical incident that overwhelms the resources of LIM College and requires support from surrounding jurisdictions.

A **Minor Emergency** is any situation that affects a localized number of people or a small geographic area (less than a floor in a building, concurrent areas outside, etc.) that requires response from LIM College resources and will require support from outside Public Safety agencies. This designation is used for definition purposes only and would not change the Alert Levels of the institution unless the type of incident is a threshold incident.

A **Major Emergency** is any situation, potential or actual, which affects many people or people who are not co-located, more than at small geographic area, or which disrupts the overall operation of the institution. Outside emergency services will likely be required as well as a major response from campus support services. A Major Emergency will prompt the opening of the Emergency Operations Center. Some examples of a major emergency are power outage, fire, major vehicle accident, snow emergency, bomb threat, hazmat spill, or an active shooter on campus.

Incident: A situation or series of situations, potential or actual, which will not seriously affect the overall operation of the institution but require response from LIM College entities.

Pre-planned event: Non-Critical incident that utilizes the principles of Emergency Management and Incident Command System for a successful completion of the event.

Rapidly evolving event: Critical Incident where the hazard and its effects progress with a pace that does not allow for preplanning and may overwhelm responders' attempts to stabilize the incident.

Shelter in Place: The primary action by all individuals in an emergency who are not responding to the scene on campus unless they are in the affected area. This allows responders the ability to appropriately respond and resolve the hazard and prevents others from entering the affected area and becoming affected.

Slowly evolving event: Critical Incident where the hazard and its effects progress with a pace that allows for preplanning and deployment of resources, including obtaining assistance from outside agencies and sources. This type of event still may overwhelm attempts to stabilize the incident.

NIMS Definitions

Command: The act of directing, ordering, or controlling by virtue of explicit statutory, regulatory, or delegated authority.

Command Staff: In an incident management organization, the Command Staff consists of the Incident Command and the special staff positions of Public Information Officer, Safety Officer, Liaison Officer, and other positions as required, who report directly to the Incident Commander. They may have an assistant or assistants, as needed.

Check-In: The process through which resources first report to an incident. Check-in locations include the incident command post, Resources Unit, incident base, camps, staging areas, or directly on the site.

Emergency Operations Center (EOC): The physical location at which the coordination of information and resources to support domestic incident management activities normally takes place. An EOC may be a temporary facility or may be in a more central or permanently established facility, perhaps at a higher level of organization within a jurisdiction. EOCs may be organized by major functional disciplines (e.g., fire, law enforcement, and medical services), by jurisdiction (e.g., Federal, State, regional, county, city, tribal), or some combination thereof.

Evacuation: Organized, phased, and supervised withdrawal, dispersal, or removal of civilians from dangerous or potentially dangerous areas, and their reception and care in safe areas.

Event: A planned, non-emergency activity. ICS can be used as the management system for a wide range of events, e.g., parades, concerts, or sporting events.

Function: Function refers to the five major activities in ICS: Command, Operations, Planning, Logistics, and Finance/Administration. The term function is also used when describing the activity involved, e.g., the planning function. A sixth function, Intelligence, may be established, if required, to meet incident management needs.

General Staff: A group of incident management personnel organized according to function and reporting to the Incident Commander. The General Staff normally consists of the Operations Section Chief, Planning Section Chief, Logistics Section Chief, and Finance/Administration Section Chief.

Hazard: Something that is potentially dangerous or harmful, often the root cause of an unwanted outcome.

Incident: An occurrence or event, natural or human-caused, which requires an emergency

response to protect life or property. Incidents can, for example, include major disasters, emergencies, terrorist attacks, terrorist threats, wild land and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, war-related disasters, public health and medical emergencies, and other occurrences requiring an emergency response.

Incident Action Plan (IAP): An oral or written plan containing general objective reflecting the overall strategy for managing an incident. It may include the identification of operational resources and assignments. It may also include attachments that provide direction and important information for management of the incident during one or more operational periods.

Incident Command Post (ICP): The field location at which the primary tactical-level, on-scene incident command functions are performed. The ICP may be co-located with the incident base or other incident facilities and is normally identified by a green rotating or flashing light.

Incident Command System (ICS): A standardized on-scene emergency management construct specifically designed to provide for the adoption of an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to aid in the management of resources during incidents. It is used for all kinds of emergencies and is applicable to small as well as large and complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private, to organize field-level incident management operations.

Incident Commander (IC): The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and the release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.

Incident Objectives: Statements of guidance and direction necessary for selecting appropriate strategy(s) and the tactical direction of resources. Incident objectives are based on realistic expectations of what can be accomplished when all allocated resources have been effectively deployed. Incident objectives must be achievable and measurable, yet flexible enough to allow strategic and tactical alternatives.

Management by Objective: A management approach that involves a four-step process for achieving the incident goal. The Management by Objectives approach includes the following: establishing overarching objectives; developing and issuing assignments, plans, procedures, and protocols; establishing specific, measurable objectives for various incident management functional activities and directing efforts to fulfill them, in support of defined strategic objectives; and documenting results to measure performance and facilitate corrective action.

Mitigation: The activities designed to reduce or eliminate risks to persons or property or to lessen the actual or potential effects or consequences of an incident. Mitigation measures may be implemented prior to, during, or after an incident. Mitigation measures are often informed by lessons learned from prior incidents. Mitigation involves ongoing actions to reduce exposure to, probability of, or potential loss from hazards. Measures may include zoning and building codes, floodplain buyouts, and analysis of hazard related data to determine where it is safe to build or locate temporary facilities. Mitigation can include efforts to educate governments, businesses, and the public on measures they can take to reduce loss and injury.

Mobilization: The process and procedures used by all organizations (Federal, State, local, and tribal) for activating, assembling, and transporting all resources that have been requested to respond to or support an incident.

National Incident Management System: A system mandated by HSPD-5 that provides a consistent nationwide approach for Federal, State, local, and tribal governments; the private-sector, and nongovernmental organizations to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. To provide for interoperability and compatibility among Federal, State, local, and tribal capabilities, the NIMS includes a core set of concepts, principles, and terminology. HSPD-5 identifies these as the ICS; Multi-agency Coordination Systems; training; identification and management of resources (including systems for classifying types of resources); qualification and certification; and the collection, tracking, and reporting of incident information and incident resources.

Operational Period: The time scheduled for executing a given set of operation actions, as specified in the Incident Action Plan. Operational periods can be of various lengths, although usually not over 24 hours.

Preparedness: The range of deliberate, critical tasks and activities necessary to build, sustain, and improve the operational capability to prevent, protect against, respond to, and recover from domestic incidents. Preparedness is a continuous process. Preparedness involves efforts at all levels of government and between government and private-sector and nongovernmental organizations to identify threats, determine vulnerabilities, and identify required resources. Within the NIMS, preparedness is operationally focused on establishing guidelines, protocols, and standards for planning, training and exercises, personnel qualification and certification, equipment certification, and publication management.

Prevention: Actions to avoid an incident or to intervene to stop an incident from occurring. Prevention involves actions to protect lives and property. It involves applying intelligence and other information to a range of activities that may include such countermeasures as deterrence operations; heightened inspections; improved surveillance and security operations; investigations to determine the full nature and source of the threat; public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and, as appropriate, specific law enforcement operations aimed at deterring, preempting, interdicting, or disrupting illegal activity and apprehending potential perpetrators and bringing them to justice.

Recovery: The development, coordination, and execution of service- and site-restoration plans;

the reconstitution of government operations and services; individual, private sector, non-governmental and public-assistance programs to provide housing and to promote restoration; long-term care and treatment of affected persons; additional measures for social, political, environmental, and economic restoration; evaluation of the incident to identify lessons learned; post-incident reporting; and development of initiatives to mitigate the effects of future incidents.

Resources: Personnel and major items of equipment, supplies, and facilities available or potentially available for assignment to incident operations and for which status is maintained. Resources are described by kind and type and may be used in operational support or supervisory capacities at an incident or at an EOC.

Response: Activities that address the short-term, direct effects of an incident. Response includes immediate actions to save lives, protect property, and meet basic human needs. Response also includes the execution of emergency operations plans and of mitigation activities designed to limit the loss of life, personal injury, property damage, and other unfavorable outcomes. As indicated by the situation, response activities include applying intelligence and other information to lessen the effects or consequences of an incident; increased security operations; continuing investigations into nature and source of the threat; ongoing public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and specific law enforcement operations aimed at preempting, interdicting, or disrupting illegal activity, and apprehending actual perpetrators and bringing them to justice.

Safe Haven: areas and buildings that have not been affected by a hazard and may be used to house or shelter evacuees until a tactically sound time to move them. Safe Havens will be communicated to individuals through various communication modes to provide that information as much as practicable.

Strategic: Strategic elements of incident management are characterized by continuous long-term, high-level planning by organizations headed by elected or other senior officials. These elements involve the adoption of long-range goals and objectives, the setting of priorities, the establishment of budgets and other fiscal decisions, policy development, and the application of measures of performance or effectiveness.

Threat: An indication of possible violence, harm, or danger.

Unified Command: An application of ICS used when there is more than one agency with incident jurisdiction or when incidents cross-political jurisdictions. Agencies work together through the designated members of the UC, often the senior person from agencies and/or disciplines participating in the UC, to establish a common set of objectives and strategies and a single IAP.

Abbreviations:

- **AAR** After Action Report
- **ALS** Advanced Life Support
- **BCP** Business Continuity Plan
- **COOP** Continuity of Operations Plan
- **CRC** Crisis Response Coordinators
- **DHS** Department of Homeland Security
- **EOC** Emergency Operations Center
- **EM** Emergency Management
- **EMS** Emergency Medical Services
- **EOC** Emergency Operations Center
- **ERC** Emergency Response Committee
- **EERC** Expanded Emergency Response Committee
- **ERP** Emergency Response Plan
- **FEMA** Federal Emergency Management Agency
- **FTX** Field Training Exercise
- **HAZMAT** Hazardous Material
- **HEOA** Higher Education Opportunity Act
- **IAP** Incident Action Plan
- **IC** Incident Commander
- **ICP** Incident Command Post
- **ICS** Incident Command System
- **IHE** Institution of Higher Education
- **NCOIC** Non-Commissioned Officer in Charge
- **NIMS** National Incident Management System
- **OIC** Officer in Charge
- **PIO** Public Information Officer
- **PPE** Personal Protective Equipment
- **PSAP** Public Safety Answering Point
- **SITREP** Situation Report
- **SME** Subject Matter Expert
- **SOP** Standard Operating Procedure
- **TTX** Tabletop Exercise
- **UC** Unified Command
- **VP** Vice President

Appendix B – Emergency Response Operations and Incident Command

Principles of the Incident Command System

Every incident, regardless of the scale, can be managed according to the principles of the Incident Command System (ICS). Incident Command is a management system that is a component of the National Incident Management System (NIMS) with the basic principles including:

- Incident Command is established when an authorized individual (Supervisor) assumes, and then announces or communicates his/her authority to all responding personnel.
- Awareness of his/her responsibility for the five primary functions (command, operations, planning, logistics, and administration/finance).
- Establishing objectives for the incident, including (in no set order):
 - Establish Command –The Incident Commander (IC) needs to ensure that all responders are aware that command has been established and a specific person is in command of the response. The Supervisor on scene will be designated as the IC until relieved by a higher-ranking member of LIM College.
 - Establish Communications – The Incident Commander will designate what communication mode should be used and should indicate whether information about the response should go directly to the IC or the Emergency Operations Center (EOC).
 - Establish an Incident Command Post (ICP) – The Command Post is established between the inner and outer perimeters in the area of the incident to allow the IC to manage the response.
 - Identify the “Hot Zone”, Inner and Outer Perimeters – this must be communicated clearly to all responders in order to maintain safety. The Hot Zone is the area directly affected by the hazard that constitutes a threat to LIM College persons or property. The size of the Hot Zone will depend on the type and scope of the hazard; only appropriately equipped responders are permitted in the hot zone. The inner perimeter is designed to provide a demarcation that separates response units with a direct responsibility from those who are either preparing for their assignments or just completing an assignment. Units who are conducting operations responding to the hazard are the only ones that should be inside of the inner perimeter. The Outer perimeter is designed to separate the responders from the non-responders and allow them areas to prepare (stage) or to follow procedures upon completion of assignments. The Outer perimeter requires traffic control and direction as well as pedestrian traffic control to ensure that people not already affected by the hazard do not enter places that will place them at risk. Staging Areas, the ICP, the Media staging area, and the triage and transport areas will all be located between the inner and outer perimeters. Perimeters can be adjusted or changed based on the size, scope, duration, and severity of the hazard.

- Identify and Establish Staging Areas – A staging area is where response units will wait until given an assignment. Units should be informed of the location of said staging area and asked to check in with the individual responsible for managing the staging area.
- Identify and Request Additional Resources – The IC will be responsible for identifying the type and number of additional resources that are needed for the response. The IC may designate someone to contact those resources (the EOC) or may make direct contact (911 Dispatcher) themselves.
- Establishing an Incident Action Plan (may be verbal or written) – components include a statement of objectives that are measurable and attainable within the defined operational period, tactics and assignments, and supporting material such as maps, weather, and safety precautions.
- Provide for personnel accountability and safety.

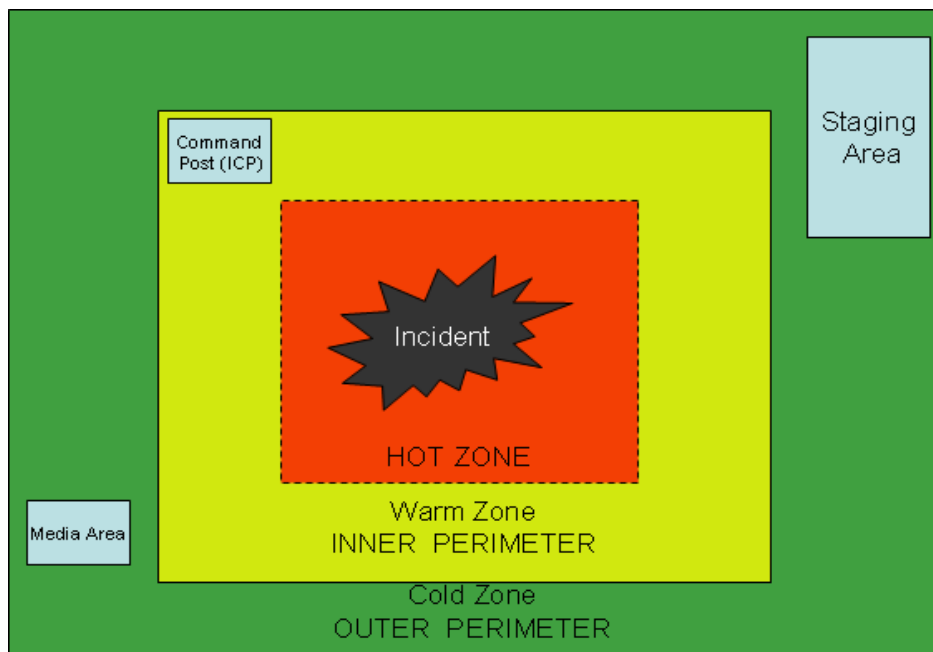


Figure B-1. Incident and Perimeter Illustration

Training for the various NIMS and ICS courses can be found at <http://training.fema.gov/EMI/>.

Incident Command Structure

There are five primary functions (Command, Operations, Planning, Logistics, and Administration and Finance) within the ICS management structure. These functions correspond to the titles of the Incident Commander (Command) and the General Staff positions that are listed below. These functions are the components of a successful response, regardless of the type of hazard or incident. ICS provides the built-in capability for modular development, such that the structure can expand and collapse in order to correspond with the functional need. For example, not all five primary functions will need to be filled by separate people. As delineated below, the Incident Commander may be responsible for some or all the critical functions depending on the severity and nature of the incident. However, there always needs to be an established Incident Commander. The Incident Commander does not need to be the highest-ranking member on scene; it should be the individual who is most qualified to lead the tactical level response to the situation who will receive support and strategic level guidance from the senior leadership.

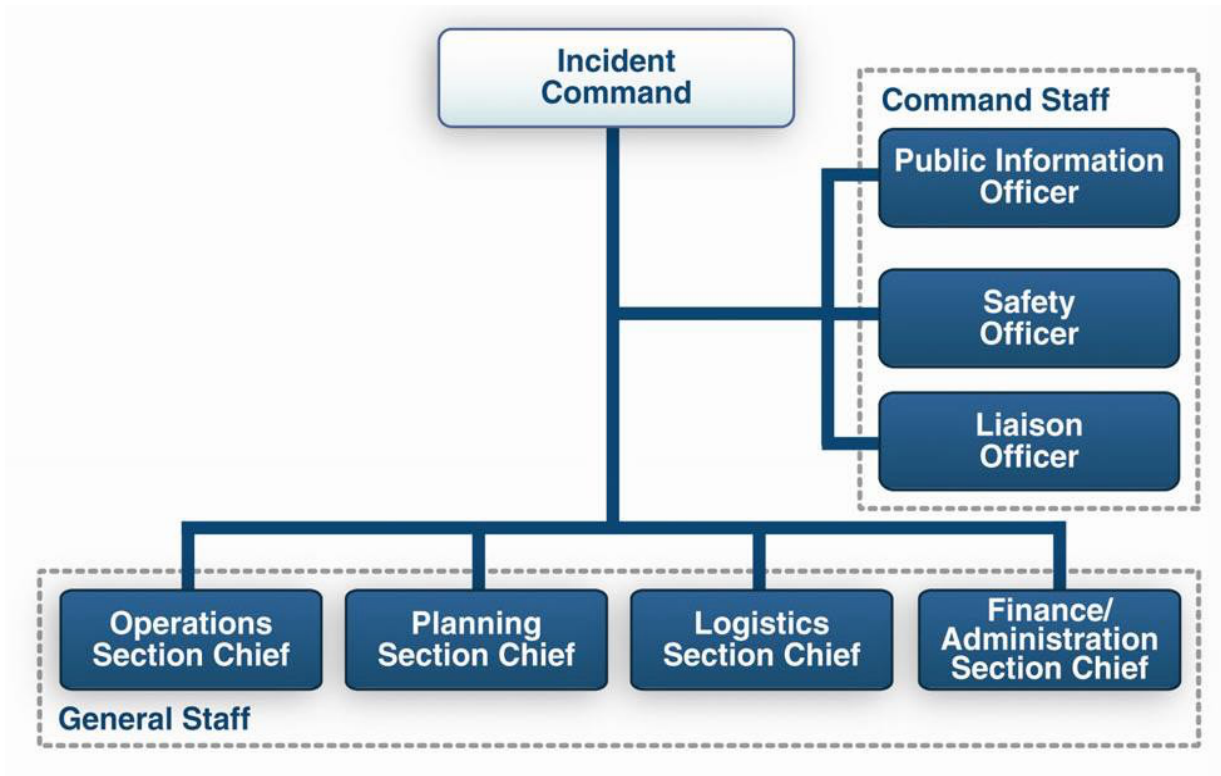


Figure B-2. ICS Structure

Incident Command Functions

NOTE: Due to the minimal staffing level at LIM College, most of these functions will be handled by the Supervisor on the scene.

Command Function

The on-scene command of an incident or event is carried out by the Incident Commander (IC). The IC will be the Supervisor on scene unless designated to another individual by the Director/Supervisor or taken over by a higher-ranking person. The IC has the overall responsibility for the effective management of the incident and must ensure that an adequate organization is in place to effectively manage the situation. The IC can be directly in charge of the ICS functions which have not been formally activated. The primary responsibilities of the IC include:

- Assume and announce command on behalf of LIM College and activate appropriate ICS functions.

Incident Objectives:

- 1) Establish Command
- 2) Establish Communications
- 3) Establish an Incident Command Post (ICP)
- 4) Identify the 'Hot Zone', Inner and Outer Perimeters
- 5) Identify and Establish Staging Areas
- 6) Identify and Request Additional Resources

- Take action to stabilize the scene by implementing the incident objectives listed on pages 3 and 4.
- Complete a scene size up that includes a 360 degree walk around the incident site and observation of areas above and below the incident site, where appropriate.
- Establish a Unified Command with responding agencies.
- Develop and implement the Incident Action Plan (IAP).
- Monitor, manage, and coordinate all incident activities.
- Conduct planning meetings and revise IAP.
- Approve requests for additional personnel, equipment, or other resources.
- Activate and facilitate applicable Continuity of Operations Plan (COOP) for Public Safety.
- Set objectives and approve plans for returning to normal operations.
- Collect documentation from all Senior Leadership and personnel, and complete an After-Action Report (AAR).

Support Functions – Command Staff

These positions report directly to the Incident Commander in support of the command function and include the following roles and responsibilities:

Safety

- Responsible for monitoring and assessing hazards and unsafe situations and developing measures for assuring personnel safety.
- Correct unsafe measures through proper chain of command, although they may exercise emergency authority to stop or prevent unsafe acts when immediate action is required.
- Monitor stress levels of personnel involved in the response and monitor their time “on scene.”

External Liaison

- Responsible for initiating mutual aid agreements and serves as a point of contact for assisting and cooperating agencies.
- Identify agency representatives from and maintain contact with each responding agency, including communication links and locations of all assisting personnel.
- If possible, this person should be at or near to the other agencies’ command post.

Internal Liaison

- Handle requests from command post personnel for inter-organizational contacts.
- Administrative notifications to LIM College Senior Leadership. The IC has a myriad of things to manage and should not be overwhelmed with relaying information to LIM College Senior Leadership.
- Responsible for speaking with other Institution officials and/or departments directly on- scene when approached.

Log / Scribe

- Responsible for maintaining a written log (See Command Post Log in the form appendix) of the events of the incident and major personnel involved.
- Maintain an updated map of the incident area or location. This map should include at least the following
 - Area(s) affected (Hot Zone)
 - Inner and Outer perimeter
 - Command Post
 - Staging areas
 - Areas requiring evacuation or have been evacuated
 - Location of personnel (when available)
 - Location of responding agencies (when available)
- Maintain custody of all documents prepared for briefing by the IC; ensure that the date, time, and all personnel present for the briefings are properly recorded.

Information Officer – This will most likely be designated to the Office of Marketing and Communications and that office will be responsible for dealing with and promulgating appropriate information to the public and media.

Support Functions – General Staff

Operations

The operations function is responsible for the coordinated tactical response directly applicable to, or in support of the mission(s) in accordance with the IAP. The Operations function can be involved in the development of the IAP with specific responsibility for formulating the tactical objectives and operations strategies. Other primary responsibilities include:

- Obtain briefing from the Incident Commander
- Supervise and direct the activities of all personnel assigned to the operations section
- Select or recommend perimeter assignments, staging area locations and other resource requirements/availability to the IC
- Provide the IC with frequent incident status updates
- Assist with demobilization planning for returning to normal operations
- Ensure after action reports are prepared and submitted by all personnel involved in the incident (See Section 4 for specific after-action requirements)
- Examples of tactical objectives that the Operations Branch is responsible for include, but are not limited to; conducting evacuations, monitoring and securing the Command Post and the scene, assisting outside PD with detainee transportation, processing, and confinement, directing and controlling traffic, post incident investigations, and controlling the process of re-occupation of the evacuated buildings and areas.

Planning / Intelligence

The Planning/Intelligence function is responsible for the collection, evaluation, and documentation of information about the development of the incident and the status of resources. Primary responsibilities include:

- Obtain briefing from the Incident Commander
- Preparing the Incident Action Plan for approval by the Incident Commander
- Deploy and supervise personnel as needed to gather, assess, and disseminate as needed intelligence information
- Maintain an intelligence file on specific hazardous locations, individuals inciting violence, casualty estimates, damage estimates, and crowd size
- Obtain photographs, videos, etc. of incident activities where appropriate to assist the command post in developing the IAP
- Concentrate on obtaining information needed for decision-making
- Assist with demobilization planning for returning to normal operations

Logistics

The Logistics function is responsible to provide facilities, services, personnel, equipment, and materials to support the incident. Primary responsibilities include:

- Obtain briefing from the Incident Commander
- Supervise and direct the activities of all personnel assigned to the Logistics section
- Coordinate, process, and provide specific resources in support of the IAP
- Provide, maintain, and control selected equipment, supplies, transportation, facilities, and services required by the Operations section. This can include bringing in more personnel as needed.
- Establish and maintain communications
- Request any specialized units or equipment, including medical support
- Stage resources so that they are readily available
- Maintain a chart of resources requested and advise the IC and Operations when resources are available for deployment
- Direct that meals and refreshments be provided as needed for all incident personnel. For long term incidents, this may include sleeping, bathing, and washing facilities.

Administration / Finance

The Administration / Finance function is responsible for all financial and cost analysis aspects of the incident, and for any other administrative aspects not handled by the other functions. Primary responsibilities include:

- Obtain a briefing from the Incident Commander
- Activate necessary elements to support finance section activities including tracking of personnel time, procurement, compensation, and costs
- Assist logistics with procurement of equipment, supplies or other resources needed
- Ensure that all personnel time records are maintained
- Record and document all expenses, any responder injuries, and any liability issues that may arise from the incident or the response
- Participate in planning sessions, concentrating on financial cost analysis issues

Appendix C – Emergency Management (EM)

Reference - Action Guide for Emergency Management at Institutions of Higher Education (IHE) (U.S. Department of Education, Office of Safe and Drug-Free Schools 2009)

Nine Key Principles in Emergency Management:

- Effective emergency management begins with senior leadership on campus.
- An IHE emergency management initiative requires partnerships and collaboration.
- An IHE emergency management plan must adopt an “all-hazards” approach to account for the full range of hazards that threaten or may threaten the campus.
- An IHE emergency management plan should use the four phases of emergency management to effectively prepare and respond to emergencies.
- The IHE emergency management plan must be based on a comprehensive design, while also providing for staff, students, faculty, and visitors with special needs.
- Campuses should engage in a comprehensive planning process that addresses the circumstances and environment of their institution.
- An IHE should conduct trainings based on the institution’s prevention and preparedness efforts, prioritized threats, and issues highlighted from assessments.
- Institutions should conduct tabletop exercises prior to fully adopting and implementing the emergency management plan.
- After adoption, disseminate information about the plan to students, staff, faculty, community partners, and families.

The EM Cycle:

Prevention is the action colleges and universities take to decrease the likelihood that an event or crisis will occur.

Mitigation is the action colleges and universities take to eliminate or reduce the loss of life and property damage related to an event or crisis, particularly those that cannot be prevented.

Steps in Prevention/ Mitigation:

- Complete Threat Assessment (manmade)
- Complete Hazard Assessment (natural)
- Complete Vulnerability Assessment (other internal factors that will affect IHE’s ability to respond or recover)
- Create policy and engineering controls
- Obtain information about criminal and natural security issues to facilitate planning

The **Preparedness** phase designs strategies, processes, and protocols to prepare the institution or institution for potential emergencies.

Steps in Preparedness:

- Establishing an incident command system (ICS) consistent with the National Incident Management System (NIMS).
- Developing all-hazard policies, procedures, and protocols.
- Collaborating with community partners to establish mutual aid agreements that will establish formal interdisciplinary, intergovernmental, and interagency relationships among all the community partners and campus departments.
- Negotiating contracts that will provide the campus with resources (e.g., food, transportation, medical services, and volunteers) needed during an emergency.
- Assigning personnel to manage each ICS function and defining lines of succession in emergency plan as to who is in charge when key leaders are not available.
- Developing a Continuity of Operations Plan (COOP) and Business Continuity Plan (BCP) for all campus operations functions.
- Developing plans to unify students, staff, and faculty with their families.
- Defining protocols and procedures for each type of response strategy.
- Establishing an emergency notification system using multiple modes of communication.
- Working with the media in the community and campus public relations office to develop a campus emergency communication plan.
- Coordinating campus emergency management plans with those of state and local agencies.
- Outlining schedules and plans for marketing emergency procedures and training staff, faculty, and students about the emergency plan procedures.
- Working with campus and community mental health professionals to establish a behavioral threat assessment process.

Response is acting to effectively contain and resolve an emergency.

Steps in Response:

- Activating response protocols and policies
- Utilizing communication systems for notification of community
- Activating Incident Command
- Activating MOA's and Mutual Aid, as necessary
- Activate Emergency Operations Center (EOC), as necessary

The **Recovery** phase establishes procedures, resources, and policies to assist an institution and its members' return to functioning after an emergency.

Steps in Recovery:

- Assess damage and effect of the incident on institution and community
- Implementation of COOP and BCP
- Restoration of Academic environment

Responsibility for Emergency Management Functions

A function of the Emergency Management Process is a consistent review of plans and responses to ensure that various elements of the plan are accurate and up to date. This section is designed to address the roles of the different types of leaders throughout the institution and their role in the EM process. The roles are designated based on the phases of the emergency management cycle and are based on the following levels of decision makers.

Executive Level (senior administrators, strategic decision makers) – Final approval of plans and strategic decisions during response and recovery

Director Level (administrators, short term decision makers) – Strategic Plans and strategic decisions during response and recovery

Operational Level (supervisors, immediate/ tactical decision makers) – Operational Plans, Tactical decisions during response and recovery

Emergency Management Cycle

Prevention/ Mitigation:

- Threat Assessment – Operational level with approval up the chain of reporting
- Hazard Assessment - Operational level with approval up the chain of reporting
- Vulnerability Assessment – Director level
- Create policy and engineering controls – Director level
- Obtain information about criminal and natural security issues to facilitate planning – all levels

Preparedness:

- All-Hazards Plans – All levels
- Response protocols – Operational level
- Memorandums of Agreements and Mutual Aid Agreements – Executive level
- Contracts to provide resources – Executive level
- Lines of succession – Executive level
- Train and Exercise – All levels

Response:

- Activating response protocols and policies – Operational level
- Utilizing communication systems for notification of community – Operational or Director Level
- ICS – All levels
- MOA's and Mutual Aid – Operational and Director levels
- Activate Emergency Operations Center - Operational and Director levels

Recovery:

- Assess damage and effect – All levels
- COOP and BCP – Executive level for decision, others for implementation
- Restoration of Academic environment - Executive level for decision, others for implementation



Figure C-1. EM Cycle

Appendix D – Information for Campus Community Regarding Specific Emergency Incidents

Natural Hazards	Man Made Hazards
Medical Emergency	Criminal Activity – Reporting a Crime
Fire	Active Shooter
Hurricane	Bomb Threat or Suspicious Package
Tornado	Power Outage
Earthquake	Mental Health Crisis / Emergency
Epidemic or Pandemic	

1. The information in this appendix is intended for non-emergency personnel. Faculty, staff, and students should review these suggested responses to become familiar with what emergency responders expect of them in an emergency. This information will also be useful to outline the responses by emergency personnel.
2. Dialing 911
 - a. You should dial 911 for any campus emergency.

Medical Emergency

Your role during a medical emergency is as follows:

1. Remain calm
2. Evaluate the situation – determine if medical assistance is necessary. When in doubt call 911.
3. Dial 911 or have someone dial 911 and follow the operator’s instructions
4. Dial or have someone dial the LIM College Emergency Line
 - 777 from a college phone
 - (212) 310-0660 from a cell phone or outside line
5. LIM College Emergency Response Building Team Members will respond

6. Gather pertinent information about the patient such as name, allergies, food consumed, medications, existing conditions, etc.
7. Gather picture ID and insurance card
8. Do not congregate – students should leave the immediate area
9. Do not allow photos to be taken
10. Anyone transported to the hospital will be accompanied by a member of the LIM College Staff

LIM College Building Addresses are as follows:

Maxwell Hall	216 E. 45th Street
5th Avenue	545 5th Avenue
FOUND Study Midtown East Residence Hall	569 Lexington Avenue

Fire, Explosion, or Smoke Emergencies

Each LIM College facility has a Fire Safety Plan and building personnel who are certified to manage fire emergencies within the building. Additionally, LIM College has volunteer staff and faculty members within each building who have received advanced emergency response training. Each LIM College facility has modern fire systems that consist of sprinkler systems, annunciators, strobes, emergency exit signage and fire pull-stations. The College also has strategically placed fire extinguishers on all floors of all facilities.

Despite all the resources available, fire and smoke are major causes of concern for all Colleges and Universities. Therefore, it is best that every member of the LIM Community is aware of basic fire prevention and response protocols.

Fire Prevention Tips

1. Never leave any items unattended in a microwave or oven while in use. Most cooking fires happen when food is left unattended.
2. Candles are not permitted within LIM College facilities.
3. Do not overload electrical outlets. Appliances such as refrigerators and microwaves should be plugged directly into wall sockets and not into extension cords.
4. Space heaters should be turned off when the area is not occupied, and no objects should be within three feet of the heater.

Your Role During a Fire:

1. Remain calm
2. Evaluate the situation
3. If the fire is small, use a fire extinguisher to put out the fire. Remember the acronym PASS.
 - Pull the pin
 - Aim at the base of the fire
 - Squeeze the trigger
 - Sweep back and forth until the fire is extinguished
4. If the fire alarm is not sounding, pull the nearest fire pull-station
5. Follow instructions – All LIM College facilities have public address (PA) systems.
 - If there is a fire alarm in any LIM College facility, await instructions which will be given over the PA system. Prepare to evacuate while awaiting instructions.
 - If you feel unsafe at any time, evacuate the area/building
6. Close doors behind you when evacuating. This will help prevent the fire and smoke from spreading.
7. Dial 911 or have someone dial 911 and follow the operator's instructions
8. Dial or have someone dial the LIM College Emergency Line
 - 777 from a college phone
 - (212) 310-0660 from a cell phone or outside line
9. LIM College Emergency Response Building Team Members will respond
10. Assist others when evacuating
11. If there is a fire alarm, the elevators go to the lobby floor and open. You will not be able to use the elevators once the alarm sounds.
12. Notify the Building Team Members or First Responders of anyone injured or in need of assistance
13. Move to the predetermined muster / evacuation point
14. Assist with getting accountability of all students, faculty, staff and visitors
15. Do not talk to the media. Refer all media questions to the LIM College Marketing and Communications Department.

LIM College Building Addresses are as follows:

Maxwell Hall	216 E. 45th Street
5th Avenue	545 5th Avenue
FOUND Study Midtown East Residence Hall	569 Lexington Avenue

Evacuation During a Fire

Shelter-in-place during Fire – Evacuation is Unsafe

1. Let others know that you cannot evacuate – this should be done verbally or via phone – preferably to 911
2. Call 777 from a LIM College phone or (212) 310-0660 from a cell phone
3. If there is a smoke condition, stay low to the floor and hold your breath as much as possible. Breathe through your nose and use a shirt or cloth as a filter.
4. Close as many doors as possible between your location and the fire
5. Wet and place cloth material around or under doors to prevent smoke from entering the room
6. If the room has a perimeter window, signal to someone outside and call for help
7. Keep the window closed unless breathing is not possible
8. Hang a towel or item from the window, this will indicate to firefighters that you need assistance

In-Building Relocation

1. In some minor emergency situations, you may be instructed to move to a safer location within the building. In-Building Relocation instructions include the following:
2. Remain calm and move to the location specified using the closest stairwell
3. Help others as necessary
4. If you cannot evacuate, go to the stairwell and notify others that you need assistance. Remain in the stairwell until help arrives.
5. Help with accountability of all students, faculty, staff and visitors
6. Stay in the location until the “all clear” is given
7. If you feel unsafe at any time, evacuate the facility and let others know you have done so by calling 777 from a LIM College phone or (212) 310-0660 from a cell phone.

Partial Building Evacuation

In some emergency situations you may be asked to evacuate parts of a building or certain floor of a building. If you are in an area that is being evacuated, please follow the instruction below for Full Evacuation.

Full Evacuation

Full Evacuation means that everyone in the building will be evacuated to the pre-designated muster point. If a Full Evacuation is ordered, follow the instructions below:

1. Remain Calm
2. Move to the closest stairway exit. Elevators are not to be used during emergency evacuations.
3. Notify the Emergency Response Building Team Members or First Responders of anyone injured or in need of assistance

4. Proceed to the pre-designated LIM College Muster Point. LIM College Emergency Response Building Team Members will guide you to the muster point location. The locations are as follows:

Maxwell Hall

North side of Grand Central Station on 45th Street
• under overhang

5th Avenue

West side of Grand Central Station on Vanderbilt
• under overhang

FOUND Study

51st Street between Lexington Avenue and Park Avenue,
• along the south side of the block between Urban Space
and St Bartholomew's Church

5. Stay with the group. Accountability of all personnel is essential during evacuation events.
6. Assist with getting accountability of all students, faculty, staff and visitors
7. Do not talk to the media. Refer all media questions to the LIM College Marketing and Communications Department.
8. Remain at the muster point until given the "all clear" or other instructions from a First Responder or a LIM College official representative.

Action if you are on fire:

- DO NOT run
- Stop, Drop and Roll

Actions if you are caught in smoke:

- Drop to hands and knees and crawl toward exit
- Stay low
- Hold your breath as much as possible
- Breathe shallowly through nose; use a shirt or towel as a filter

Actions if you must move through flames:

- Hold your breath
- Move quickly
- Cover your head and hair
- Keep your head down and your eyes closed

Hurricane

Hurricanes typically come with lots of warning and thus provide plenty of time to prepare. The following are definitions regarding hurricanes.

Tropical storm watch - Issued by the National Weather Service when winds of 39 to 73 mph are possible in the area within 48 hours

Tropical storm warning - Issued by the National Weather Service when winds of 39 to 73 mph are expected in the area within 36 hours

Hurricane watch - Issued by the National Weather Service when winds of 74 mph or greater are possible within 48 hours

Hurricane warning - Issued by the National Weather Service when winds of 74 mph or greater are expected in the area within 36 hours

In the event of a Tropical Storm Warning or Hurricane Warning

1. Follow instructions given by the College
2. Monitor local media and the College website, www.limcollege.edu, for closings/delays

Actions to take leading up to and during a hurricane

1. Locate or create an emergency kit to include:
 - Bottled water (have enough to last you several days)
 - Flashlights
 - Battery-operated radio or television
 - Extra batteries
 - Canned food and can opener
 - Dry food (bread, peanut butter, crackers, etc.)
 - Blankets and pillows
 - Cash
 - Battery and car charger for cell phone
2. Secure your area by closing all windows, window shades, blinds, or curtains
3. Close all interior doors and close and secure/brace all exterior doors
4. Find shelter in a small interior room, closet or hallway on the lowest level
5. Stay away from all windows and glass doors
6. Lie on the floor under a table or some other sturdy object
7. Turn off ALL utilities when instructed to do so, otherwise turn the refrigerator thermostat to its coolest setting and shut the door
8. Keep a supply of water for sanitary purposes

Evacuate during the following conditions

1. Directed by local or College authorities to do so
2. If you live off campus in a mobile home or unsafe temporary structure
3. If you live off campus on the coast, floodplain, inland waterway or near a river
4. If you feel you are in danger

Office Preparations

- Unplug, cover, and secure vulnerable equipment with plastic
- When possible, move equipment and other valuable items to the interior areas of the building and away from windows
- Tag moved equipment with department contact information for easy identification and retrieval
- Remove or secure equipment from outdoor and rooftop locations
- Clear refrigerators and freezers of items that could spoil if power is lost, but leave appliance plugged in
- Place important records and files in cabinets and cover with plastic
- Close and latch (or secure with tape if necessary) filing cabinets and cupboards
- Back up electronic data and store in multiple locations
- Clear desktops, tables, and exposed horizontal surfaces of materials that could be damaged
- Take home personal possessions
- Secure windows and close blinds
- Close and lock all doors, including interior office doors, before leaving

Tornado

Unlike hurricanes, tornadoes typically come with little to no warning and thus provide very little time to prepare. The following are definitions regarding tornadoes:

Tornado watch - Issued by the National Weather Service when conditions are favorable for severe thunderstorms and multiple tornadoes to form in or around the area

Tornado warning - Issued by the National Weather Service when a tornado has been sighted or indicated in the warning area

Actions to take leading up to and during a tornado

1. Take tornado watches very seriously and monitor the weather closely during the warning period
2. Cancel outdoor activities and move indoors
3. During a tornado, immediately move to an interior hallway on a lower level in the middle of the building
4. Stay away from all windows and glass doors
5. DO NOT use the elevators

6. Close and lock all windows and exterior doors
7. Close all window shades, blinds, or curtains

Actions to take if you are in a vehicle during a tornado

1. Immediately get out of your car and find the nearest, low-level room of a building or storm shelter
2. Never try to outrun a tornado, especially in a congested or urban area

Actions to take if you are outside during a tornado

1. Find shelter immediately
2. If no shelter is available, find the nearest low-level ditch and lie flat with your hands covering your head
3. Do not seek shelter under a bridge or overpass
4. Beware of flying debris

Earthquake

Although the possibility of a severe earthquake in New York City is remote, they have happened in the recent past and it is best to be prepared.

Actions to take if you are indoors during an earthquake

1. DROP to the ground
2. TAKE COVER by moving under a sturdy table or other piece of furniture
3. HOLD ON until shaking stops
4. If you cannot take cover under a piece of furniture, tuck your head into your knees and cover your head with your arms
5. Evacuate only after shaking has stopped and it is safe to do so
6. DO NOT USE ELEVATORS

Actions to take if you are outdoors during an earthquake

1. Remain outdoors; do not enter a building
2. Move away from buildings, trees, streetlights, and utility wires
3. Drop to your knees and into fetal position, close your eyes, and cross your arms over the back of your neck for protection
4. Remain in this position until shaking stops
5. Stay in an open area; the greatest danger exists directly outside buildings, at building exits, and alongside exterior walls

Actions to take if you are in a vehicle during an earthquake

1. Stop as quickly as safety permits and stay in the vehicle
2. Avoid stopping near or under buildings, trees, overpasses, and utility wires
3. Proceed cautiously once shaking has stopped
4. Avoid roads, bridges, or ramps that might have been damaged by the earthquake

Actions after an earthquake

1. Do not use matches, lighters or other sources of ignition
2. Power outages may occur; fire alarms and sprinkler systems may be activated
3. If possible, help persons with disabilities who may need it or alert emergency responders to their location
4. Do not enter any building that appears to be unsafe
5. Leave the area if you smell gas or chemical fumes
6. Be prepared for aftershocks
7. If you are properly trained and able, provide first aid to victims
8. Do not move the seriously injured unless they are in immediate danger of further injury
9. Open doors carefully
10. Watch for falling objects
11. Avoid using telephones unless reporting an emergency

Actions if trapped in a building after an earthquake

1. Call 911 immediately
2. Call or have someone call 777 from a LIM College Phone or (212) 310-0660
3. Do not use matches, lighters or other sources of ignition
4. Cover your nose and mouth with cloth to protect against dust
5. If you are properly trained, provide first aid to victims
6. Do not move about or kick up dust
7. Signal for help by whistling or tapping on the building
8. Shout only as a last resort

Actions to take prior to an earthquake

1. Fasten shelves securely to walls
2. Place large or heavy objects on lower shelves
3. Store breakable items such as bottled foods and glass in low, closed cabinets with latches
4. Hang heavy items such as picture

Epidemic or Pandemic

New viruses and diseases are encountered every few years. Recent outbreaks have included the Zika Virus, Ebola, SARS, Influenza, H5N1 (Avian Flu), COVID-19 (Coronavirus) and others.

What You Can Do to Help Prevent Getting Sick

1. Wash your hands often with soap and warm water or alcohol-based hand cleansers for at least 20 seconds, multiple times per day
2. Avoid contact with people you think might be ill
3. Cough or sneeze into a tissue or the bend in your arm
4. Wear a face mask
5. Keep six feet from others if possible while in crowds or public spaces
6. Clean common areas/equipment, computers, phones, office equipment more often
7. In severe pandemic environments, avoid travel in taxis, buses, trains, and airplanes
8. Stay current on health news
9. If you are sick with flu-like symptoms, seek medical attention and do not return to school or work unless you are fever free for 24 hours without use of fever reducing medicine
10. Receive annual vaccines such as the influenza vaccine

What LIM College Is Doing

If any epidemic were to reach New York City in the future, LIM College is committed to implementing proper protocols and playing an integral role in protecting the health and safety of students, faculty, staff and visitors. The following areas highlight measures that LIM College has in place for preparing for and responding to pandemic events:

A Pandemic Coordinator and Response Team – The President will appoint a member of LIM College to head up a response team with defined roles and responsibilities for preparedness, response, and recovery planning. This group will be responsible for planning and coordinating LIM College’s decisions in the case of a local pandemic. This group readily plans for different outbreak scenarios, including variations in severity of illness, modes of transmission, and rates of infection in the community. Periodic updates from the team are sent to the LIM College community, are posted on the College’s website, and are shown on the announcement screens located throughout the College.

Following State and Federal Recommendations – In the event of a pandemic outbreak, LIM College is committed to following directives by the Centers for Disease Control and Prevention (CDC) and the New York City Department of Health and Mental Hygiene (NYC DOHMH). Scheduled classes, college events, and student activities may be held virtually, postponed or cancelled. Recommendations for closure of the residence hall and/or the College will also be considered. Under “normal” pandemic circumstances, and upon the recommendation of the CDC and/or NYC DOHMH, if LIM College closes, it will remain closed for a minimum of 5-7 days.

In the case of a needed evacuation of the College, residents with extenuating circumstances who cannot vacate will be allowed residence. Student, faculty, and staff travel will be restricted upon the recommendation of the CDC, or other global health organizations, or International SOS.

Study abroad students returning will be required to stay out of school until they are fever free for 24 hours without medicine if they have traveled to a country that has reported an outbreak and/or for any period of time deemed appropriate by LIM College.

Care and Isolation/Quarantine of Sick Students – In the event of an outbreak, ill students living within a 400-mile radius of LIM College will be required to return home to receive care by their primary care givers. For recovering students, not under hospitalization and who live within the FOUND Study – Midtown East Residence Hall, students can work with Housing and Residence Life staff to arrange isolation space.

Counseling Services - Counseling Services will provide counseling services to students in need. Faculty or staff in need of counseling services will have access to the College's EAP program. Services will focus on critical incident debriefing to help the campus community recover from the effects of the pandemic. If the emotional needs of the campus community are greater than the resources available through the Office of Counseling Services, the Director will retain services from other response organizations and/or provide community referrals. Due to the personal nature of counseling services (face-to-face discussion in a small enclosed space), in-person services would be limited to members of the college community who are not symptomatic in order to minimize the potential spread of the illness. Individuals who are symptomatic or who have been exposed to those who are symptomatic would be offered services via telephone. Staff and full-time faculty will be able to use the resources of the College's Employee Assistance Plan to speak with counseling and accessibility professionals.

Stockpiling Non-Perishable Food and Supplies - If New York City mandates a closure of all higher education facilities, the College will follow CDC and/or NYC DOHMH guidelines for possible equipment and supply needs as they pertain to the epidemic. The College has also decided with Fresh Direct (a New York City food service contractor) for food deliverables to the residence hall.

Providing Awareness to the Community - Standard LIM College email and social media will be the primary sources of communication, unless otherwise indicated by an emergent situation. The College has a Crisis Communications Plan in place which includes specific messaging for health-related issues. The College maintains an emergency notification system that includes email, text, and phone (inbound and outbound) messages. Registration is mandatory for all faculty, staff and students. The College's website also has an emergency response section and emergency banner alert feature. These will be deployed at the appropriate levels of response.

Useful Sources of Information

- New York City Department of Health and Mental Hygiene
 - [NYC Health](#)
 - Phone: 1-866-692-3641
- NYSDOH – New York State Department of Health
 - [New York State Department of Health \(ny.gov\)](#)
 - Phone: 1-800-NYC-WELL (1-800-692-9355)
- CDC – Centers for Disease Control and Prevention
 - [Centers for Disease Control and Prevention \(cdc.gov\)](#)
 - Phone: 1-800-232-4636
- WHO – World Health Organization
 - [World Health Organization \(WHO\)](#)
 - Phone: +41 22 791 2222
- LIM College Office of Counseling Services
 - [Health & Wellness at LIM College](#)
 - (Open Monday through Friday 9 a.m.-5 p.m.)
 - Maxwell Hall – 216 45th Street, 14th Floor
 - Phone: (646) 218-6048

Criminal Activity

Reporting a Crime

Community members, students, faculty, staff, and visitors are encouraged to report all crimes and emergencies, in an accurate and prompt manner, directly to the NYPD by dialing 911.

Crimes at Academic Buildings

During normal business hours, we encourage people reporting a crime or emergency to the NYPD, to also report the incident, as soon as practical, to the College's Facilities Department, through the College's emergency phone number at 212-310-0660 or from an internal college phone by dialing 777 for all LIM facilities except the FOUND Study Midtown East Residence Hall. This information can be found in both the Employee Handbook and Student Handbook.

Crimes at the Residence Hall

For crimes or emergencies that occur at FOUND Study – Midtown East, report the incident to the residence hall main desk, located on the first floor, just inside the main entry at 569 Lexington Avenue, New York, NY 10022. You can access them in-person or via phone at any time, (212) 350-6149.

Expected Response

In response to a call, the NYPD will take the action it deems appropriate, generally either dispatching an officer to the caller's location or asking the caller to report to the nearest NYPD precinct to file a report.

Internal reports involving a student, which are made to LIM College officials, as listed above, will also be forwarded to the Office of Student Affairs. The Vice President of Student Affairs or a designee, is responsible for reviewing all reports and determining if the case will be referred for adjudication through LIM College's student conduct process.

The NYPD is responsible for the investigation of any reported crimes and other public safety emergencies. If assistance is required from the New York City Fire Department, they will be sent by the 911 dispatchers upon receiving an emergency call.

Active Shooter

The probability of an active shooter situation occurring at LIM College is extremely low. In fact, the chances of you being involved with any type of active shooter event throughout your entire lifetime is very remote. However, the consequences of an active shooter event are extremely high and could result in loss of life and severe injuries to numerous individuals. Therefore, it is prudent to be prepared and know what steps to take if you are ever in the presence of an active shooter.

There are three things you need to remember to do in an active shooter situation:

RUN – HIDE – FIGHT

The safest course of action is to run. If you can't run because the shooter is in your vicinity, the second-best course of action is to hide or take shelter in a safe area. The last course of action is to fight. You would fight if confronted by the shooter and there was little chance of escape possible. You would consider this your "last stand" tactics.

For greater insight regarding an active shooter on campus please see the video that was prepared by a group of colleges in Alberta, Canada.

https://www.youtube.com/watch?time_continue=9&v=gHNApS-MC18&feature=emb_title

Run

If you hear shots fired, you should move to the nearest exit away from the direction of the shooting. Using a stairway is typically a good option; you won't have to wait for the elevator and the exits typically lead you quickly out of the building. Exit signs point you to the stairway in all LIM College

buildings. It's a good idea to familiarize yourself with these exits. Although windows are not suitable for egress in LIM College buildings, if in other facilities, windows may be a preferable escape option.

Once in a safe area, call 911.

Keep these things in mind while you run:

1. The police are on their way – keep your hands visible and follow police commands
2. Don't worry about your personal items – leave them behind and recover them later
3. Use your judgment – there may be some debate on what to do. If you believe that that you can run, then you should run!
4. Help others if safe to do so – if you can't help, notify responders that others need help

Hide

If running is not possible, then the next best course of action is hiding or sheltering-in-place. Here are things to do when sheltering-in-place during an active shooter event.

1. Move to a room, preferably one that is lockable from the inside
2. Lock the door and cover any windows if possible
3. If the door does not have a lock, then do your best to barricade the door
4. Hide behind large heavy objects that may be able to absorb shots
5. Stay out of the line of site of the shooter
6. Place phones on silent
7. Shut off lights
8. Stay quiet and call or have someone call 911
9. Call or have someone call the LIM College Emergency Line which is 777 from and LIM College phone or (212) 310-0660 from a cell phone
10. Begin developing a plan of attack if the shooter enters the room which should include planning your escape
11. Arm yourself with something you can throw at the shooter or use to attack the shooter

A note about locked doors: Locked doors are very hard to breach and often require specialized equipment that active shooters do not typically possess.

Fight

If it is not possible to run or hide, then you are faced with only a few bad options. You can continue to hide, play dead or fight. Fighting is the best of the bad options. If you are in a locked room, you have some tactical advantages! You know the likely point of entry the shooter will take, and you know when the shooter is preparing to enter. It is best to attack in a large group throwing items, hitting the shooter with heavy items and then getting the shooter to the ground. For the attacker, it is very difficult to shoot and fight once on the ground and engaged in a struggle with several people. Attacks should be meant to swarm, knock down and immobilize the shooter. Once safe to do so, call 911.

Things to consider when fighting:

- Doors are hard to breach – lock or barricade if possible
- Develop a simple plan as a group and attack as one team
- For the attacker, it is hard to fight from the ground. Place trip hazards in the line of the shooter and/or make the floor slippery if possible. Swarm, knock down and immobilize the shooter.

Law Enforcement Response

All Law Enforcement Officers are trained to respond to active shooters. They typically respond in a team of three to four officers with the intent of killing the active shooter. They may have specialized weapons such as shotguns, rifles or handguns. Remember that they are human and are likely scared and filled with adrenaline. Help make their decisions easy by keeping your hands visible, following their commands and avoiding yelling or screaming. Once the scene is secure, emergency medical services will be provided, and the building will be evacuated in an orderly manner.

Recognizing Signs of Potential School/Workplace Violence

Active shooters rarely react on impulse. Attacks are typically planned over long periods of time and behavioral warning signs typically are present prior to an attack. Many shootings have been prevented by individuals who recognize and report potentially troubling behavior. If you suspect that someone may be a harm to themselves or others, report it immediately to someone at LIM College such as your RCA, professor, Vice President, facilities staff or an administrator.

Signs might include the following:

- Noticeably unstable or emotional responses with discussion of violence
- Explosive outbursts of anger or rage without provocation causing concern of violence
- Discussion of becoming an active shooter or committing violent acts
- Talk of previous incidents of violence
- Empathy with individuals committing violence
- Increase in unsolicited comments about violence, firearms, and other dangerous weapons and violent crimes

Additional Resources

DHS Website

[Active Shooter Preparedness | CISA](#)

Houston Active Shooter Video

[Active Shooter Defense | Houston Police - Bing video](#)

Bomb Threat or Suspicious Package

The most popular method of making bomb threats is by telephone. It is important that as much information as possible be received from a caller. All bomb threats should be taken seriously. However, experience has shown that most anonymous threat calls are a hoax, intended to create an atmosphere of anxiety and panic in order to interrupt normal operations. The LIM College procedure is to evacuate immediately should there ever be a bomb threat.

Threats by Phone

All persons who could receive a telephone bomb threat should be taught how to handle the situation effectively. In the event a call is received, the following procedure should be followed:

- Stay calm, be courteous, and do not display fear
- Listen carefully. During or immediately after the conversation, take notes of the exact time the call was received, the exact words of the caller, and all details such as sex of caller, accent, attitude, background noises, and motive. Use a bomb threat checklist to record the details of the call
- Advise the caller that the building may be occupied, and the explosion could result in death or serious injury to innocent people
- Keep the caller talking; the more he or she says, the more helpful the information. If the caller does not indicate the location of the bomb or the time of detonation, ask him or her what time it is to go off and where it is located
- After the phone call, notify 911 and 777 from a LIM College phone or (212) 310-0660 from a cell phone
- Do not discuss the call with anyone else unless authorized to do so or required to by law

Threats by Mail

The following are the instructions on how to handle bomb threats received by mail. The most likely recipients are those who regularly receive mail for each department or facility.

- Place all papers and envelopes associated with the threat in a bag or large envelope (clear plastic bag if possible). Clear plastic bags are in all emergency response bags. Pick up any bomb threat note **ONLY** by the edge
- Do not handle written threats any more than necessary
- Do not allow anyone else to touch the package or note
- Evacuate the immediate area and alert the authorities
- Call 911 and 777 from a LIM College Phone or (212) 310-0660 from a cell phone

Re-entry Search Plans

When the Law Enforcement Agency provides an “all clear” and the building can be reoccupied, a search should be conducted. It is not effective to delegate the search to the police alone because they are unfamiliar with the area and do not know which objects in the facility would look unusual or out of place. The most effective search is possible when all employees are calmly told that the building has been cleared and that it is prudent to check their areas for suspicious objects upon return. Emergency Response Building Team Members should be organized to search common areas. A search team leader should be designated, and a notification protocol developed to report search results to the LIM College Executive Team.

The objective of the search activity is to identify and report suspicious objects. There are several points to be stressed within search plans:

- The search should be systematic (divide the facility into search areas), it should be thorough, and it should be done calmly. Identify the areas that are most accessible to outsiders and the areas that are most vulnerable; search those areas first.
- When searching a room, the room should first be searched from floor to waist height, then from waist height to eye-level, and finally from eye-level to ceiling. If the room has a false ceiling, the false ceiling should also be inspected and searched.
- **Nobody should move, touch, or jar any suspicious object or anything attached to it. The removal or disarming of a bomb must be left to law enforcement professionals.**

No Bomb Found

If no bomb (or suspicious object) is found, the Building Team Captain should inform the Executive

Team.

Suspicious Object Found

If a suspicious object is found, the Building Team Captains should do the following:

- Stress again to personnel not to touch or move the object
- Evacuate personnel from the surrounding area
- Prevent re-entering of the evacuated area
- If police are on site, inform them of the situation
- If police are not on site, call or have someone call 911 and call or have someone call 777 from a LIM College line or (212) 310-0660 from a cell phone
- Notify the LIM College Executive Team

Bomb Explosion

If there is a bomb explosion, the facilities or security staff should take these steps:

- Call or have someone call 911
- Call or have someone call 777 from a LIM College line or (212) 310-0660 from a cell phone
- Determine if there are any injuries to treat immediately
- Evacuate the building
- Ensure no one goes near the scene of the explosion except to remove the injured
- Control access to the area as other bombs may have been set to detonate at intervals

Power Outage

Power outages could possibly occur at LIM College. All LIM College buildings have back up power that allow emergency systems such as exit signs and stairway lighting to continue to function.

If you are in a LIM College building that experiences a power outage:

1. Remain calm, and stay where you are
2. Evacuate only if instructed to do so by emergency personnel or College officials
3. Turn off all electrical devices such as computers. Damage can occur once power is restored
4. All chemicals should be returned to their proper storage place
5. Provide appropriate ventilation by opening all windows and doors

Elevator Entrapment

1. Remain calm
2. Do not attempt to open the elevator door by shaking, jarring, or prying open the elevator door unless directed to do so by emergency personnel
3. Notify the building personnel using the phone in the elevator or by calling 911
4. Call 777 from a LIM College phone or (212) 310-0660 from a cell phone.
5. Emergency responders and building personnel will respond

Mental Health Crisis / Emergency

Mental Health issues are a serious concern for all Colleges and Universities including LIM College. Information regarding the LIM College Office of Counseling Services can be found at www.limcollege.edu/academics/student-services/counseling-services.

Campus Location: Maxwell Hall

216 East 45th St., 14th Floor

(212) 752-1530 ext. 315

Fax: (212) 750-3466

Hours: Monday thru Friday 9 a.m.– 5 p.m.

Mental Health Emergencies may include attempted suicide, homicidal or threatening behavior, self-injury needing immediate medical attention, severely impaired by drugs or alcohol, highly erratic or unusual behavior that indicates very unpredictable behavior and/or an inability to care for oneself. The LIM College Office of Counseling Services does not provide emergency mental health services. In the event of a mental health emergency please do the following:

1. Call or have someone call 911
2. Call or have someone call 777 from a LIM College phone or (212) 310-0660 from a cell phone
3. Stay with the patient until emergency responders arrive
4. A member of the LIM College Emergency Response Building Team will respond

Mental Health Crisis is a non-life threatening situation in which an individual is exhibiting extreme emotional disturbance or behavioral distress, considering harm to self or others,

disoriented or out of touch with reality, has a compromised ability to function or is otherwise agitated and unable to be calmed. Examples include talking about suicidal feelings, taking about threatening behavior, self-injury not requiring medical attention, alcohol or substance abuse, highly erratic or unusual behavior, eating disorders, not taking prescribed psychiatric medications, emotionally distraught, and/or very depressed, angry or anxious.

Below are actions to take if you are or know someone suffering a mental crisis:

1. Refer the person in crisis to the LIM College Office of Counseling Services
2. Call the LIM College Office of Counseling Services
3. Inform an RCA, staff member, professor, Emergency Response Building Team Member or other LIM College Official about the crisis

Additional Resources can be found at the LIM College Office of Counseling Services webpage: [Health & Wellness at LIM College](#)

EMERGENCY NOTIFICATION SYSTEM INFORMATION & ACTIVATION GUIDELINES

LIM College's Emergency Notification System (ENS) should only be used when an imminent threat to the health and/or safety of the College community exists, or in cases where an external event (including, but not limited to, severe weather) causes the College to unexpectedly suspend classes and/or operations. The ENS should never be used to promote or advertise any internal or external events, programs or activities. Nor should it be used to relay any type of information of a non-emergency nature.

EMERGENCY RESPONSE TEAM

The order to deploy LIM College's ENS must come directly from one of the members of the **Emergency Response Team** listed below:

Emergency Response Team members are as follows:

- President of LIM College
- Executive Vice President, Finance and Operations, Treasurer
- Provost
- Chief Technology Officer
- Vice President of Government Relations and Community Affairs
- Vice President of Student Affairs
- Vice President of Marketing and Communications
- Manager of Facilities
- Director of Human Resources

Expanded Emergency Response Committee members are as follows:

- Assistant Vice President of Student Affairs
- Director of Counseling Services
- Vice President of Enrollment Services
- Student Affairs and Compliance Assistant

Emergency Response Operations and Notification Task Force

- Vice President of Student Affairs
- Director of Academic Administration
- Vice President of Marketing and Communications
- Director of Communications
- Associate Dean of Academic Affairs
- Associate Director of Marketing and Communications
- Senior Director of Information Technology (back-up for Maurice Morency)

- Assistant Vice President of Student Affairs
- Assistant Manager of Facilities (back-up for Manager of Facilities)
- Manager of Facilities

Four types of communications can be deployed. They are:

- Immediate Notifications
- Timely Warnings
- Bad Weather Closings
- Pivot to Virtual and Remote Operations

Bad weather closings are determined separately by the Vice President of Student Affairs and the Director of Academic Administration. **Timely warnings** are sent by the **Emergency Notification Team** (see below) under the direction of the **Emergency Response Team**.

In any situation where an immediate notification needs to be deployed, it should be sent by one of the members of the Emergency Response Team. This can be accomplished in an all-College email*, meeting the guidelines that it be accomplished within a reasonable time period upon confirmation of the emergency. Follow-up communications will then be handled by the Emergency Notification Team under the direction of the Emergency Response Team. In some cases, a Emergency Response Team Member may direct a member of the Emergency Notification Team to deploy the initial email message.

****If an initial immediate notification all-College email is NOT sent, a member of the Notification team will have to send an all-College email IN ADDITION TO whatever messages are sent via the Emergency Notification System to ensure the message reaches the entire community.***

Once done, the person who gives the order to deploy the system, or who sends the immediate notification, will notify the other members of the Emergency Response Team and the President of the situation and decision.

A member of the Emergency Response Team will contact one of the LIM College staff members on the Emergency Notification Team listed below who is trained and authorized to activate the system and issue specific instructions as to:

- which methods of contact to deploy (outgoing phone message, incoming hotline message, email and/or text message)
- which audiences (entire community, faculty/staff, students, resident students) to send said messages to
- specific information as to the nature, time, and place of the emergency, as well as what, if

any, instructions to relay to the recipients

Campus Closing and/or Pivot to Virtual and Remote Operations Procedures

Director of Academic Administration is the point person for all campus closings. Vice President of Student Affairs and Director of Academic Administration will work together to pivot to virtual classes and remote operations for bad weather.

Process for Making Bad Weather Decisions

- Process for morning campus closure and pivot to virtual classes begins at: 4:00 AM. Prior to that, the evening before Director of Academic Administration checks in with Vice President of Student Affairs.
- Process for early dismissal and/or pivot to virtual classes and/or remote operations begins at: 12:00 PM or as soon as substantial bad weather occurs.

If at all possible, a campus closure decision will be made the day or evening before and an announcement will then be sent out. If it is too early to make a decision, then at 4:00 AM:

1. Vice President of Student Affairs will canvas – Director of Academic Administration (Nassau County, LI), Associate Dean of Academic Affairs (Westchester County, NY), and Assistant Vice President of Student Affairs (New Jersey) to ascertain weather conditions in the different regions of the tri-state area.
2. Vice President of Student Affairs will call Adam to discuss his findings and they will make a decision regarding whether or not to pivot to virtual classes and remote operations. (Completed by 4:10 AM)
3. Director of Academic Administration or Vice President of Student Affairs will contact the President to inform her of the decision.
4. Director of Academic Administration will begin notification of key people.
5. The notification process begins immediately after a decision is made.

Bad Weather Decisions

1. The College will be open with ALL classes held virtually and ALL offices operating remotely.
2. The College will be open with ALL classes held virtually and offices operating in person (may be limited).
3. The College is open and ALL offices are operating in person and ALL classes are in session in their designated modality.
4. The College is closing early.

5. The College is closed (rare occurrence).

Notification Process

1. Director of Academic Administration alerts Chief Technology Officer (Back-up: Senior Director of Information Technology), Manager of Facilities (Back-up: Assistant Manager of Facilities), Associate Director of Communications (Back-up: Director of Communications), and Assistant Vice President of Student Affairs of the decision. (Completed by 4:20 AM)
2. Manager of Facilities alerts the Facilities team, Security Guards, and the cleaning crews. (Completed by 4:45 AM)
3. Manager of Facilities also alerts building contacts at Maxwell Hall and 5th Avenue Building.
4. Chief Technology Officer alerts the IT department. (Completed by 4:45 AM)
5. Director of Academic Administration emails the students, faculty and staff. (Completed by 4:25 AM)
6. Director of Academic Administration contacts the radio station websites (CBS and 1010 WINS). (Completed by 4:30 AM) Note: TV channel 2 (CBS), also carries the College's closing notification.
7. Manager of Facilities changes building access to not allow entry, if applicable (Chief Technology Officer as back-up). (Completed by 4:45 AM)
8. Associate Director of Communications activates the Everbridge LIM Alert and posts closing on the College's website and social media sites. (Completed by 4:40 AM)
9. The President, Provost, EVP of Finance and Operations/Treasurer, and Vice President of Student Affairs should be copied on all email updates to members of the LIM Community, even if they are already included in an existing email list.

Early Dismissals and Pivot to Virtual Evening Classes and/or Events

Once a decision has been made: (Usually by noon)

1. Vice President of Student Affairs or Director of Academic Administration will alert the appropriate individuals and will follow up with Chief Technology Officer (Back-up: Senior Director of Information Technology), Manager of Facilities (Back-up: Assistant Manager of Facilities), Director of Communications (Back-up: Associate Director of Communications), and Assistant Vice President of Student Affairs of the decision. (Completed by 12:00 PM or within 30 minutes of decision)
2. Manager of Facilities alerts the facilities team, the security guards and building contacts at Maxwell Hall and 5th Avenue Building.
3. Chief Technology Officer alerts the IT department.

4. Director of Academic Administration or Vice President of Student Affairs alerts President's Cabinet of the closing.
5. Director of Academic Administration, Vice President of Student Affairs, or Provost alerts the Department Chairs of the closing.
6. Director of Academic Administration, Vice President of Student Affairs, or Provost emails the students, faculty and staff.
7. Director of Communications activates the Everbridge LIM Alert and posts dismissal/cancellation on the College's website and all social media sites.
8. Director of Academic Administration contacts the radio station websites (CBS and 1010 WINS). Note: TV channel 2 (CBS) also carries the College's closing notification.
9. Facilities checks all buildings to ensure that all community members have vacated.
10. Manager of Facilities changes building access to not allow entry, if applicable (Chief Technology Officer as back-up).
11. The President, Provost, EVP of Finance and Operations, Treasurer, and Vice President of Student Affairs should be copied on all email updates to members of the LIM Community, even if they are already included in an existing email list.

Crisis Communication Plan

MISSION STATEMENT

To honestly communicate with LIM College's constituents and the media, while simultaneously protecting the institution's reputation, during a crisis that triggers the activation of the College's Emergency Operations Center.

OBJECTIVES

- Maintain focus on known facts and positive behavior
- Represent LIM College as responsible and caring
- Maintain stakeholder confidence in LIM College

WHEN TO USE THIS DOCUMENT

This document is designed to guide the communications efforts around disasters or major emergencies that result in the activation of the College's Emergency Operations Center. Those may include, but are not limited to, occurrences that:

- result or may result in death, injury or health or safety threats to LIM students, faculty, staff or the public
- result or may result in significant damage to LIM facilities
- disrupt LIM operations and may therefore call into question the integrity of the College, its people, or its educational programs and services.

GENERAL PRINCIPLES: MEDIA RELATIONS

All media inquiries shall be directed to the Office of Marketing and Communications, whose staff will:

- Be an authoritative, reliable source of accurate information
- Manage media monitoring, outreach, and response
- Distribute timely information to appropriate LIM stakeholders and the public

CRISIS COMMUNICATIONS ACTIONS

Any or all of the following may be enacted, based on the nature and circumstances of the crisis.

Internal Notification

Notify College personnel responsible for internal/external communication platforms (emergency notification system, receptionists, outgoing telephone message, campus TV screens, website, MyLIM, social media accounts)

Key Activities

- Gather facts from appropriate parties
- Determine the content and timing of internal/external response
- Issue an initial statement or response to inquiries as appropriate
- Monitor news outlets and social media platforms
- Create a crisis-specific page on the LIM website (linked from home page). Publicize the URL via various methods as appropriate, including: the Everbridge LIM Alert system, social media, campus TV screens, email, or distribute in response to media inquiries.

Media Relations

- Determine appropriate spokesperson(s) and, if necessary, media relations staging area (could be virtual or in-person)
- Remind faculty/staff of the College's media relations policy, as needed
- Prepare first news release or response statement for use upon inquiry and secure necessary approval(s) (Section V)
 - Include only confirmed facts
 - Position LIM College as responsible and responsive to situationActivate holding statement for media calls (Section V)
Compile background information relevant to the event
- Provide periodic updates and/or interviews with media as needed
- Respond to incoming media inquiries
 - Provide copies news releases or statements to President's Cabinet and other administrators, as needed

Message Distribution

Activate available methods for communicating approved messaging:

- Everbridge LIM Alert (phone, text, email, social media)
- LIM website: Activate website banner. Post related content on crisis page and link to it from banner
- MyLIM portal (audience-specific landing pages)
- Social media (Twitter, Facebook, Instagram, etc.)

Other Stakeholders

Identify which stakeholders need crisis information (e.g. Board of Directors, Fashion Industry Advisory Board, FEF Board, parents, alumni, industry partners) and determine scope of information to provide as well as the appropriate methods for delivering it.

Communications Coordination

- Establish contact with the following, as warranted:
- Law enforcement
- Hospitals
- Fire/EMS
- Other government agencies, regulators

Additional Administrative Activities for Major Campus-Based Emergencies

- Provide talking instructions and/or talking points to those staffing the phones and front desk security personnel
- Monitor communications platforms and media reports for accuracy

Post-Crisis

- Determine the long-term communication needs in response to the crisis
- Conduct an after-action review to document successes and lessons learned, including analyzing media coverage and social media activity.
- Develop recommendations for future modifications, including what messages, timing and communication methods were effective/ineffective with each target audience
- Modify this plan as necessary

PREPARATION AND LOGISTICS

The Office of Marketing and Communications (currently located at 545 Fifth Avenue) will serve as the principal site for preparing communications materials and responding to media inquiries, unless otherwise specified. This “site” may also be a virtual space, as needed.

An existing LIM phone line may be designated to which media calls only are forwarded from the main number, for taking messages for return by spokespeople, according to priority.

Should conditions require locating the principal communications team site in another LIM College building, the primary phone number will be forwarded as needed. If forwarding is not possible, the outgoing voicemail message for the primary number should provide a number for the alternative site.

In the event of a major event specific to LIM College, a press release may need to be widely distributed. This service can be provided by PR Newswire (Phone: 888-776-0942). Conference calls may be convened via Zoom, Everbridge, Microsoft Teams, or using LIM in-house conference call capabilities.

ROLES AND CONTACT INFORMATION

Chief Spokesperson(s)

Conducts media briefings and responds to inquiries; visits site as warranted; advise senior officials; manages media activity where necessary; coordinates necessary public relations activities.

- Director of Communications
- Vice President of Marketing and Communications

Communications Team

Creates, maintains, and updates information on social media platforms and the LIM College website and all other platforms as necessary.

Associate Director of Communications

Director of Marketing

Ad Hoc Resource and Advisory Team

The following individuals may be called upon to provide information, guidance and/or resources, as needed.

Internal

- Executive Vice President, Finance and Operations, Treasurer
- Vice President of Government Relations and Community Affairs
- Vice President of Student Affairs
- Assistant Vice President of Student Affairs
- Director of Human Resources
- Chief Technology Officer
- Manager of Facilities

External

Jacob Claveloux (attorney)

Office Phone: 212-832-2797/ Cell Phone: 908-334-8480

Email: jclaveloux@shebitzlaw.com

Fred Berman (attorney)

Office Phone: 212-832-2797/ Cell Phone: 646-831-6919

Email: fberman@shebitzlaw.com

ADDITIONAL CONTACT INFORMATION

Landlords

Maxwell Hall (216 East 45th St.)
Bernstein Real Estate
212-594-1414

Fifth Avenue (545 Fifth Ave.)
The Moinian Group
212-808-4000

FOUND Study Midtown East (569 Lexington Ave.)
Andrea Colagrande
Hawkins Way Capital
424-299-4545

Local Authorities

Police

Maxwell Hall

17th Precinct (Sector B) / 167 East 51st Street, NY, NY 10022 / 212-826-3211
NCO Supervisor: Sgt. Joseph Leonard / JOSEPH.LEONARD@nypd.org
Sector B NCO's: PO John Lamneck / JOHN.LAMNECK@nypd.org
PO Paul Rodriguez / RAUL.RODRIGUEZ3@nypd.org

Fifth Avenue

14th Precinct (Sector A) / Midtown South: 357 West 35th Street, NY, NY 10001 / 212-239-9811
NCO Supervisor: Sgt. Tara Tizzio / TARA.TIZZIO@nypd.org
Sector A NCO's: PO Michelle Murray / MICHELLE.MURRAY@nypd.org
PO Robert Passero / ROBERT.PASSERO@nypd.org

FOUND Study Midtown East

17th Precinct (Sector B) / 167 East 51st Street, NY, NY 10022 / 212-826-3211
NCO Supervisor: Sgt. Joseph Leonard / JOSEPH.LEONARD@nypd.org
Sector B NCO's: PO John Lamneck / JOHN.LAMNECK@nypd.org
PO Paul Rodriguez / RAUL.RODRIGUEZ3@nypd.org

Fire

Fire Department of New York Headquarters
718-999-2000

- Maxwell Hall:
 - FDNY Engine 21 / 238 E. 40th St, NY, NY 10016 / 212-570-4221
- Fifth Avenue:
 - FDNY Engine 65 / 33 W. 43rd St, NY, NY 10036
- FOUND Study:
 - FDNY Engine 8/Ladder 2/Battalion 8 / 165 E. 51st St, NY, NY 10022

NEWS RELEASE APPROVAL

All news releases must be approved by at least any one of the following:

- President
- Executive Vice President, Finance and Operations, Treasurer
- Provost
- Senior Vice President of External Relations and Alumni Affairs
- Vice President of Marketing and Communications